



TRANSPORT WORKERS UNION LOCAL 555

REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES
TRANSPORT WORKERS UNION OF AMERICA • AFL-CIO • AIR TRANSPORT DIVISION • TWU555.ORG
ESTABLISHED IN 1996 • 2608 INWOOD RD. SUITE 150. DALLAS. TX 75235 • 1.800.595.7672

November 10, 2018

To: All TWU 555 Members
From: Local Executive Board
Subject: Filling out an I3R (injured at work report)

Your Local Executive Board would like to remind you on the importance of filling out the I3R properly and making sure the Southwest leader filling out the documents captures everything you state.

The amount of detail put in to your injury report will only help your Union monitor the types of injuries suffered by our members. For example, if you slip or fall at work, the details that would be beneficial would be the contributing factors to your slip or fall. Glycol, snow, ice or any other contaminants that may have added to your slip or fall need to be documented.

Also, whenever possible have a Union Representative accompany you in filling out the I3R. This gives you a second set of ears and eyes on the injury report that can ensure the Company representative has documented everything you have stated accurately.

The better your I3R is completed the better chance we have at requesting information on certain injuries that reoccur to our members, thus giving us a chance to point these reoccurrences out to the Company and request mitigation for them.

If you have any questions or concerns contact your District Representative.

Stay Safe, Stay United and Stay Informed