**Section 220.60 Instructions for Reporting**

a) An accident that causes no death or personal injury to any persons and that causes not over $20,000 damage to the property of the utility should not be reported. Any traffic accident that causes no death to any persons on public thoroughfares involving a utility operated motor vehicle should not be reported.

b) In reporting damages to property, the amount may be stated in the nearest even dollars. Give an estimate if the actual amount is not known. Do not include sums paid or payable for death or personal injury.

c) Accidents to persons resulting in immediate death, or in death within 24 hours from the time the accident occurred, should be reported as "killed." All other accidents to persons, including those resulting in death of the person injured, after an interval of more than 24 hours from the time the accident occurred, should be reported as "injured".

d) Accidents to employees resulting in slight injury, which do not prevent the employee injured from performing his or her accustomed service for more than three days, in the aggregate, should not be reported. Accidents to "other persons", resulting in slight injury when the person injured is not incapacitated for more than one day, should not be reported. "Incapacitated" means an injury that prevents the person injured from following his or her accustomed vocation.

e) In case of persons killed or injured, other than employees, give names and state whether killed or injured.

f) Whenever an employee not on duty is killed or injured, the report should explain the occasion of the employee's presence at the place of the accident.

(Source: Amended at 43 Ill. Reg. 7107, effective June 4, 2019)