

SOUTH METRO FIRE DEPARTMENT

PERSONAL INJURY REPORTING

This procedure is designed to provide guidelines to assist those members involved in the injury reporting process (injured personnel and their supervisors), and to provide a standard system for reporting personnel injuries.

Effective accident reporting should have a positive impact on the number and severity of injuries experienced by providing the information needed to identify the causative factors, which result in accidents. The information received through injury reports will be utilized by the Safety Committee to establish direction for the development of protective (before the fact) training programs, educational packages, safety procedures, etc.

INJURY WHILE ON DUTY

In the event an injury occurs while on duty, the following procedures should be followed:

- If the injury requires immediate hospitalization, the member should be transported to the nearest appropriate emergency department.
- If the injury involves possible poison or hazardous materials exposure, the member is to be transported to the closest toxicological emergency center.
- If burn injuries require medical attention, the member should be transported to Regions Medical Center Burn Unit.
- If the injury is a non-emergency injury that needs medical attention, the member should go to the Emerson Clinic, 150 Emerson Ave E.
- IF THE INJURY OCCURS ON SHIFT AFTER NORMAL BUSINESS HOURS, WEEKENDS OR HOLIDAYS, THE MEMBER'S SUPERVISOR SHALL CONTACT THE CLINIC, AND THEN, IF NECESSARY, REFER TO THE APPROPRIATE EMERGENCY FACILITY. ONLY A PHYSICIAN CAN RELEASE A MEMBER FROM WORK.

Notify your Shift Command so they can put you off/on injured. After leaving the Emergency Room or Clinic, you need to make sure to contact the Assistant Chief the next business day in the morning to see if a physician follow-up is necessary (and complete any necessary paperwork). You will need to notify the Department QRC which is currently Corvell.

If you hurt yourself on shift, but did not believe you needed treatment at the time of injury, and you continued your shift, but your injury continues to get worse and you are unable to work your next shift, you **MUST** notify Shift Command that you were injured and that you are seeking treatment at a health care provider. You must notify your QRC

NOTIFYING THE HEALTH CENTER

It is the injured employee's responsibility to notify the employer and health care system as soon as possible. *ALL INJURIES SHOULD BE REPORTED IMMEDIATELY (within 4 calendar days) If you wait to report an injury you take the RISK of your claim being investigated and being denied.* Any injury reported after 1 week (7 calendar days) has been asked to be investigated by the Assistant Chief. If you believe you do not need treatment the day of the injury, please fill out an injury report and let your supervisor know. Any injury reported longer than 7 calendar days could result in a denial of the claim.

THE INJURED EMPLOYEE WILL COMPLETE ALL FORMS

The following injury packet is available at the Station. It is preferable that the packet be completed at the Station so that all required information is received.

- South Metro Fire Department Injury Report Form
- Supervisors Report of Injury
- Report of Workability
- QRC as necessary or required

Make sure the following have been done after completing the form:

- Sign on every page
- List where the injury occurred.
- List witnesses.

These forms shall be completed as soon as possible after the occurrence of any injury of even minor significance.

After all forms have been completed and reviewed, the Fire Department Injury Record will be forwarded to the employee's Captain to be reviewed and signed. All injury reports are forwarded to the Captain, to the Assistant Chief, and reported to the Fire Chief.

The Assistant Chief may initiate additional recommended corrective actions to the Supervisors involved.

Information from the report will be reviewed by the Safety Committee for follow-up and recommendation.

All accidents/injuries are subject to review by the Fire Department Operational Safety Subcommittee.

All records will be processed for the OSHA 300 posted log by the Department Secretary and posted in both Stations as required by OSHA.

All reports will be forwarded by the Department Secretary to the Department Worker Comp Carrier and Payroll.

NFIRS Report shall be created and include injury report. If the injury occurred while on an open alarm, complete NFIRS Injury Report.