

**Tempe Fire Department Policies and Procedures**  
**Accident Procedures – Personal Injury**  
**104.04**  
**Rev. 7-15-10**

**Purpose**

This policy outlines the appropriate reporting procedure to be completed in the event of a casualty or exposure while on the job. Casualty is defined as someone injured or killed. Exposures include those related to chemical or biological contact to include blood borne pathogens. Casualties and exposures can be related to an incident or non-incident activity. This policy outlines the appropriate reporting procedure to be completed.

**Guidelines**

Every employee **MUST IMMEDIATELY** report all job-related illness or injury, or exposure regardless of severity to his/her supervisor.

It is the supervisor's responsibility to immediately take the necessary action to ensure treatment of the injury and notification of the Duty Chief. The Duty Chief is responsible for notifying the Command Team by sending an e-mail memo to Senior Staff and copying all Deputies describing the incident. If a member will require immediate treatment or the injury is severe in nature, a phone call is required to the Assistant Chief of Emergency Services, who will notify the Fire Chief. If unable to contact the Assistant Chief, contact the Fire Chief directly.

Members injured on the job are not to seek medical treatment from their personal physician or the Phoenix Fire Department Health Center unless prior authorization is received from Risk Management or the Assistant Chief of Emergency Services. Treatment shall be obtained through one of the following methods:

1. Non life threatening injuries occurring weekdays between the hours of 8:00 a.m. and 5:00 p.m. shall be treated through US Health Works Medical Group (1492 S. Mill Ave. #101 Tempe, Arizona), or Banner Desert Samaritan Occupational Health Clinic (2225 W. Southern Ave., Mesa, Arizona).
2. Non life threatening injuries occurring on weekends and or after hours shall be treated at the Tempe Saint Luke's Emergency Room. Follow-up is then required at one of the above two locations within three calendar days.
3. Life threatening injuries shall be treated at the nearest appropriate facility.

If a member is removed from full duty, the Duty Chief must be notified immediately so that staffing arrangements may be made.

Refer to City of Tempe Rules and Regulations Section 504 for additional information on Industrial Leave and Benefits.

**Documentation**

In an effort to simplify the documentation of all accidents/injuries, whether incident related or not, the COMPANY OFFICER shall complete the NFIRS Fire Service Casualty Report Form located on the computer desktop as a red cross icon. No additional written notification is required as the form will be distributed to all parties requiring notification

The form, found at the red cross icon, must be completed for all injuries regardless of the severity of the injury, even if the notification is reporting purposes only. The form is the only form necessary for documentation of the injury.

**Change in Work Status – Light Duty, Removed from Full Duty, and Return to Full Duty Procedure:**

On the job injuries and work status will be determined by the attending physician. For an employee to be removed from full duty, a physician examination is required and copies of the physician orders must be provided. Any physical therapy required a prescription from the attending physician.

Members injured off duty, that are interested in participating in the light duty program, will be required to receive authorization from the Fire Chief and the City of Tempe Human Resources Department. Authorization can be obtained by completing a Light Duty Request Form, found on the City Home Page.

When on light duty, the member will be assigned a supervisor by the Assistant Chief of Emergency Services, and a Light Duty Agreement of Understanding will be filled out, signed and filed. The member and supervisor will be responsible for managing the work status and timesheets that document any follow-up appointments with the attending physician or physical therapy.

When a member is released to full duty, a work status report must be presented to the Assistant Chief of Emergency Services, who will be responsible for making the proper notifications prior to returning the member to full duty.

Members must submit return to work status documentation from the attending physician prior to returning to either light or full duty. A return to work capacity evaluation may be required. Please refer to policy 112.30

All personnel injuries will be reviewed by the District Manager and the Assistant Chief of Emergency Services. A memo will be completed by the District Manager determining if the injury was preventable or not, and costs incurred by the City. A copy of the memo will be placed in the employees personnel file.