

## **Tempe Fire Department Policies and Procedures Accident Procedures – Personal Injury**

**104.04**

**Rev. 9-26-06**

### **Purpose**

To explain the required procedures to be followed in the event of any casualty or exposure while on the job. Casualty is defined as someone injured or killed. Exposures include those related to hazardous materials or emergency medical services. Casualties and exposures can be related to an incident or non incident activity. Exposures would include blood borne pathogen and hazardous material exposures. This policy outlines the appropriate reporting procedure to be completed.

### **Guidelines**

Every employee **MUST IMMEDIATELY** report all job-related illness or injury, 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. Injuries requiring evaluation by a physician shall be reported immediately to the Duty Chief. The Duty Chief is responsible for notifying the Personnel Chief and the member's District Manager of all on duty injuries.

Members injured on the job are not to seek medical treatment from their personal physician. 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.

All personnel injuries will be reviewed by the Personnel Chief. Some injuries may be reviewed and discussed with the injured member, his/her supervisor, District Manager and the Personnel Chief.

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

### **Documentation**

There are two categories/methods for reporting casualties.

1. For those injuries occurring at or enroute to an incident, THE COMPANY OFFICER shall complete the section titled "Fire Service Casualty" under the Additional Reports tab in the Firehouse Incident Record. This type of injury will require that the Personnel Chief and Risk Management be notified by e-mail that there was an injury and that the details were entered in Firehouse.

2. For those injuries occurring during any non-incident activities, THE COMPANY OFFICER shall complete the NFIRS Fire Service Casualty Report Form located on the computer desktop as a red cross. Non-incident injuries entered electronically will result in the information automatically being e-mailed to the Personnel Chief and Risk Management. No additional written notification is required. The Personnel Chief will oversee that the information is enter in the online form information into the member's Firehouse Staff Record by the Fire Prevention staff.

**Only one of the two types of casualty reports needs to be completed for either type of injury or exposure. No industrial forms need to be completed.**

#### **Casualties Not Requiring Immediate Treatment**

IF A MEMBER EXPERIENCES A MINOR ON THE JOB ILLNESS OR INJURY, AND DOES NOT FEEL IT REQUIRES MEDICAL ATTENTION, THAT MEMBER SHALL NOTIFY THE PERSONNEL CHIEF AND RISK MANAGEMENT, (LAURA GUERRERO OR CORA LOFGREN) BY E-MAIL.

- Be specific when describing the possible illness or injury. (Who, what, when, where, and how)
- If it was witnessed, include names.

If at any time a member feels that they must seek medical attention, they shall notify their Supervisor and Risk Management to open a claim. If medical care is required, the online NFIRS Fire Service Casualty Report Form or the Firehouse Firefighter Casualty Report shall be completed as soon as possible.

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

For an employee to be released from active duty, a physician examination is required. Any therapy requires a script from the physician.

Return to light duty or full duty can only be done with a release from the treating physician. A return to full duty may require a work capacity test, as determined by the Personnel Chief.

When a physician releases a member for light duty or full duty, the member must notify the Personnel Chief on the same day or in his absence the Duty Chief.

**Members must submit return to work status documentation from the attending physician prior to returning to either light or full duty.**