

Evendale Fire Department Procedures Manual

Subject: Occupational Injury/Illness Reporting Procedure **Attachment(s):** No

Effective: 05-27-2011 **Village Administrative Code Ref. Number:** None

1. Purpose:
 - A. To provide guidelines to assist members involved in the injury or illness reporting process (injured personnel and supervisors)
 - B. To provide a standard system for the notification of department head, families and village administration in the event of an occupational injury or illness

2. Policy: Supervisors shall insure that the immediate care, transportation, notification of family and needs of on-duty injured/ill personnel are their first priority. Personnel are required to report all on-duty injuries/illnesses, insuring proper notification of next of kin, village administration and Ohio Bureau of Workers' Compensation.

3. Roles/Responsibilities: All occupational accidents, illnesses and incidents must be reported and handled as stated below:

| Roles | Responsibilities |
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| Personnel with on-duty injury or illness | <ul style="list-style-type: none"> • Immediately notify Officer in Charge • If necessary go to emergency room to have injury evaluated • If filing a Workers' Compensation Claim, Complete BWC "First Report of an Injury, Occupational Disease or Death" form (if transported to a medical facility form may be completed at and by the treatment facility)(request a copy of form for the fire department) • Complete "On-Duty Injury/Illness Evendale Preliminary Notification Form" • Complete an "Evendale Fire Department Sickness and Injury Report" |
| Officer in Charge | <ul style="list-style-type: none"> • Immediately insure proper medical care/treatment/transportation of personnel • Make notification to the Chief • If necessary secure area, equipment or PPE that may need to be preserved for investigation • Provide injured party with packet of required forms • If injury/illness occurred on an incident complete a "Fire Service Causality Report" in Fire House Software • If injury/illness did not occur while on an incident complete a "Casualty Report" located in Fire House Software, under Staff-Additional Reports-Administration-Casualty Report |

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| | <ul style="list-style-type: none"> • If Chief is unavailable assume responsibilities of Chief as listed below |
| Chief | <ul style="list-style-type: none"> • Immediately insure proper medical care/treatment/transportation of personnel has taken place • Notify Next-of-Kin per “Evendale FD Emergency Contact Information” or as requested by injured/ill party • Notify Mayor & Council as necessary (serious injuries/illness or in highly reported incidents Mayor should be notified ASAP) • Respond to hospital or scene as circumstances dictate • In the event of an injury have hospital conduct a drug/alcohol screening on injured personnel as soon as is practical • Insure that accident area, equipment or PPE is preserved for investigation • If accident might involve a third party insurer (other than Ohio Workers’ Comp) notify Village administration as soon as is practical for insurance carrier notification and then follow-up with requested forms and reports • Make every effort to assist family with immediate needs |
| Clerk | <ul style="list-style-type: none"> • Assist in initiating and process as soon as is possible an “On-Duty Injury/Illness Evendale Preliminary Notification Form” • Follow-up and file necessary paperwork |