Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.09

2. SUBJECT: ***Reporting Injuries***

3. POLICY: A report shall be made whenever any personnel of this department is involved in any accident or injury, while on duty. The proper forms shall be completed and forwarded to the Duty Officer within 24 hours. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure

   C. The Station Officer or Command shall forward to the District Fire Chief a written description of the accident or injury at the end of the shift.

6. PROCEDURE:

   A. After sustaining an injury or accident while on duty, the <u>Affected Person:</u>

      1. Notifies the Station Officer or Command of the injury or accident.
      2. Completes the departmental Personal Injury Accident Report.
      3. Completes the Board for Volunteer Firefighter Report of Accident (if applicable).
      4. Forwards completed forms to the Duty Officer for signatures.

   B. After receiving the completed forms the <u>District Fire Chief:</u>

      1. Reviews the reports for accuracy.
      2. Sees that an accident review board is held, if necessary.
      3. Submits the report to the District Secretary for claims submission.
      4. Files the reports in the appropriate accident file and personnel file.

See Appendix 04_03_09