

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

PERSONAL INJURY REPORTING

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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 Health Center and the Safety Section to establish direction for the development of protective (before the fact) training programs, educational packages, safety procedures, etc.

INDUSTRIAL INJURY WHILE ON DUTY

In the event an industrial 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 (Good Samaritan).
- If bum injuries require medical attention, the member should be transported to Maricopa Medical Center Bum Unit.
- If the injury is a non-emergency injury that needs medical attention, the member should go to the Fire Department Health Center.
- IF THE INJURY OCCURS ON SHIFT AFTER NORMAL BUSINESS HOURS, WEEKENDS OR HOLIDAYS, THE MEMBER'S SUPERVISOR SHALL CONTACT THE ALARM ROOM. THE ALARM ROOM WILL CONTACT THE ON CALL HEALTH CENTER REPRESENTATIVE FOR INSTRUCTIONS, AND THEN, IF NECESSARY, REFER TO THE APPROPRIATE EMERGENCY FACILITY. ONLY A PHYSICIAN CAN RELEASE A MEMBER FROM WORK.

1. If the Health Center is closed – **YOU** must do one of the following:

- Go to the Emergency Room to have your injury looked at and fill out the appropriate paperwork.

OR

- Go to Good Sam/Banner Occupational Health Care Clinic at the Edwards Building, 1300 N. 12th St., Suite 407, phone (602) 239-4456. Have your injury looked at and fill out the appropriate paperwork.

2. Notify your District and South Shift Command so they can put you off on Industrial. **DO NOT** use **SICK LEAVE**. The Health Center and Payroll **will NOT** be able to retro-act your time. After leaving the Emergency Room or Good Sam/Banner Occupational Health Care Clinic, you need to make sure to contact the Health Center the next business day in the morning to see a physician at the Health Center and complete any 2.necessary paperwork.

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 South Shift Command and your District that you were injured and that you are seeking treatment at the Health Center, if open, the Emergency Room or Good Sam/Banner Occupational Health Care Clinic at the Edwards Building, 1300 N. 12th St., Suite 407, phone (602) 239-4456. **DO NOT** use **SICK LEAVE**. The Health Center and Payroll **will NOT** be able to retroact your time. A physician can only release members from work.

NOTIFYING THE HEALTH CENTER

It is the injured employee's responsibility to notify the employer 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 City Safety. If you believe you do not need treatment the day of the injury, please fill out an injury/precautionary report, let your supervisor know, have him sign it and send it to the Health Center. 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 Health Center. It is preferable that the packet be completed at the Health Center so that all required information is received.

- PINK - Worker's and Physician's Report of Injury Form from the Industrial Commission of Arizona
- 2 - Workers' Compensation Program Agreement
- Pinnacle Risk Management Services Employee Data and Medical Release Form
- PFD Health Center Work Status Form
- PFD Injury Report Form
- Worker report of Injury – Must be generated at the Health Center

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 City of Phoenix Fire Department Injury Report form will be forwarded to the employee's Battalion Chief to be reviewed and signed. After signing the Injury Report, the Battalion Chief sends the Injury Report form to the Health Center for distribution to Payroll, Fire Safety and City Safety.

The Health Center and Safety Section shall review all injury reports for completeness and shall use the information contained. The Safety Officer may initiate additional recommended corrective actions to the Supervisors involved.

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