

POLICY: INJURY/ILLNESS REPORTING

Hadley Township Fire Department
Policy # 014

I. PURPOSE

To ensure that departmental personnel provide care for injured persons in an efficient and effective manner. To establish a method by which injuries are reported and recorded. To assure that all personnel are physically and mentally capable of performing their duties without abnormal risk to themselves, fellow employees, or the employer, thereby providing a safer working environment.

II. SCOPE

This guideline applies to any person departmental or otherwise who becomes injured at an incident scene or other departmental activity. All Hadley Township Fire Department personnel are required to adhere to this policy whenever possible. This guideline supercedes all previous documents concerning the same subject matter and becomes effective immediately.

III. GENERAL

A. Treatment Of Injured

Injured persons whether civilian or departmental will be treated in order of severity as outlined in standard triage practices. Any person injured at an incident scene or other departmental activity will be treated in the following manner:

1. Any injury will be reported immediately to the Chief, Incident Commander or Safety Officer.
2. The extent of the injury will be assessed by qualified person with a minimum training level of EMT basic. If a qualified person is not available, the patient will be transported to the hospital for evaluation.
3. If the injury is severe enough to require transport to a hospital, and an ambulance is not already on scene, the Incident Commander will contact Lapeer County central dispatch and an ambulance will be requested.
4. As many on scene personnel with medical training as necessary will be re-directed as quickly as possible by the Incident Commander to stabilize the patient. The redirection of personnel shall at no time be allowed to jeopardize the safety of any person at the scene.
5. As many on scene personnel with medical training as necessary will remain with the patient until care is transferred to persons with equal or higher levels of medical training.

B. Incident Scenes Requiring Standby Medical Personnel

At the following incident scenes the Incident Commander will request an ambulance on a standby basis from Lapeer County central dispatch.

1. Working structure fires that require the use of SCBA and/or a 1 ½" or greater hose line.
2. Hazardous materials incidents.

C. Reporting Of Injuries

All injuries will be reported in writing to the Chief or Incident Commander. A record of these injuries will be kept at the Hadley Township Fire Department. These injuries will be reported and recorded according to MIOSHA standards.

D. Illness Reporting

Certain illnesses and medical conditions may prohibit an employee from continuing to work. An employee shall immediately notify the Chief in writing of any of the following:

1. Including but not limited to an illness, injury pregnancy or condition which may effect the ability to perform his/her duties.
2. An illness, injury or condition that may cause further harm to the employee if he/she continues work.
3. An injury, illness or condition that may pose harm to a fellow employee.
4. The use of any medication that may alter the ability to perform his/her duties.

E. Notification Of Illness

Notification of any illness or injury shall be made as follows:

1. If illness, injury, or condition occurs or is learned about while the employee is on the job, the notification shall be made immediately to the Commanding Officer.
2. If the illness, injury, or condition occurs or is learned about while the employee is off-duty, the employee shall notify the chief, as soon as possible and/or before performing any duties for the Hadley Township Fire Department.

F. Returning To Work

If the employee has been suspended from working the following actions must be taken for the employee returns to work:

- a. The illness, injury or condition prohibiting the employee from working must be resolved to the satisfaction of the department.
- b. No employee is to return to work knowing such illness, injury, or condition still exists.
- c. The employee may be required to obtain a physicians release stating that the illness, injury or condition has been resolved.

IV. RESPONSIBILITIES

- A. It shall be the responsibility of each fire department member to fully comply with the provisions of this standard.