



FRESNO COUNTY FIRE

PROTECTION DISTRICT

PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK

POLICY NO.: 300-03

SUBJECT: OCCUPATIONAL ACCIDENT AND INJURY REPORTING

EFFECTIVE DATE: November 1, 2009

REVISION DATE: October 1, 2013

RESPONSIBILITY: Fresno County Fire Protection District
Paid-Call Firefighter

POLICY/PROCEDURE:

PURPOSE:

To provide the necessary procedural information for District staff and Paid-Call Firefighter (PCF) Company members to follow when reporting occupational accidents causing injury and/or illness while performing assigned duties for the Fire District.

POLICY:

It shall be the policy of the Fresno County Fire Protection District to report all occupational accidents causing injury and/or illness to the appropriate District station Captain as soon as they occur. Injuries occurring at an emergency scene require notification of the Emergency Command Center (ECC) and the appropriate on duty Battalion Chief as soon as possible after the injury has occurred.

Immediate medical treatment for all injuries shall be provided as necessary. A District hospital liaison will be provided in the event an injured PCF Company member requires hospitalization for observation or treatment. Treatment not requiring immediate advanced attention and/or hospitalization will be scheduled by District staff, to be administered by the Fire District's current medical provider.

The District Administrative Officer will serve as the Return to Work Coordinator (RTWC) for all injuries to PCF Company members that require medical treatment by a medical care provider or facility. All PCF Company members will require clearance from the RTWC prior to returning to duty in any capacity.

Procedures

Work Related Injury or Illness:

1. PCF Company members sustaining an injury, whether occurring at the fire station or on the fire ground, are required to advise their immediate supervisor or fire ground commander as soon as possible after the injury occurs.
2. For administrative purposes, injuries may be classified either as reportable or non-reportable. All injuries are to be reported to the immediate supervisor.

Reportable injuries are those which require medical attention, beyond that of basic first aid (i.e., back or knee injury, other blunt trauma, severe smoke inhalation, burn injury, major heart related illness, etc.) at the time of occurrence, and may require a physician's care beyond the date of injury.

Non-Reportable injuries are those which can be treated by basic first aid without advanced medical treatment or care by a physician at the time of injury and beyond (i.e., cuts, scrapes, bruises, bumps, minor heat related illness, etc.).

3. The appropriate District Battalion Chief will be responsible to see that all necessary notifications are made and all required written reports have been filed with the District Administrative Officer within forty-eight hours of the incident occurrence.
4. All injuries will be reported using Division of Workers' Compensation Claim Form DWC 1 and Employers Report of Occupational Injury and Illness (see Exhibit 300-03). **Form DWC 1 must be provided to the injured PCF Company member within 24 hours of injury. It is the PCF Company member's responsibility to complete the top section of the claim form, sign it and return it to the appropriate District Battalion Chief or station Captain. No one else should complete the top portion of this form.**
5. The Employers Report is to be completed by District staff immediately upon advisement of an injury. Both completed forms are to be forwarded to the District Administrative Officer within forty-eight hours for processing.
6. The District Administrative Officer will file a claim with the District's current worker's compensation claims representative.
7. The District Administrative Officer will contact the appropriate Battalion Chief if injury reports are incomplete or are not submitted within the required reporting time frame.
8. District career staff will consult and follow the procedures outlined in the Paid-Call Firefighter Policy and Procedure Handbook, Policy #200-03, when injuries cause PCF Company members to be absent from, or unavailable for, duty to the Fire District for a period of up to eight (8) weeks or more. Members shall be immediately placed on Inactive status or will be placed on a Leave of Absence depending on the expected length of absence.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining workers' compensation benefits is guilty of a felony.

Return to Duty Clearance:

1. All PCF Company members must receive official clearance from the District RTWC Administrative Officer prior to returning to duty with the Fire District after sustaining a reportable injury or serious illness.
2. Acceptable clearance must be presented to the RTWC in the form of an official Return to Work (RTW) Stress Statement (FCO-10 PCF Physical Mental Stress Job Description) must be signed by the treating physician and accompany any RTW documents provided by the health care provider.
3. The appropriate CAL FIRE station Captain will be advised by the RTWC once the PCF Company member's clearance has been *confirmed*. The PCF Company member will be returned to active status once all documents are provided to the RTWC (District Administrative Officer).
4. CAL FIRE career staff will follow the procedures outlined in Policy 200-03 for reinstating PCF Company members who were removed from the Active Roster for the period of time during their absence.

Non-Work Related Injuries:

PCF Company members who sustain injury or illness while not performing work for the Fire District are subject to the same policy and procedure as for those injured on the job. Each PCF Company member must obtain a full medical clearance, from the RTWC, prior to returning to active status. PCF Company members who were placed on the Inactive status or placed on a Leave of Absence must follow the procedures outlined in Policy 200-03 before being eligible to return to work.

PCF Company members shall not perform work as a PCF for the Fire District while receiving Workers' Compensation benefits from another and/or their primary employer.

**Please note all forms referenced within Policy #300-03 can be found online at www.fresnocountyfire.org under PCF, Policies, Forms & Information.*

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.