



Rogers Fire Department Standard Operating Procedures

Policy Title:	On Duty Injuries		
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PURPOSE

To provide a systematic process for the reporting and proper documentation of injuries sustained while on duty.

POLICY

Members who are injured while on duty shall immediately notify their supervisor and complete the appropriate Worker's Compensation forms from the Arkansas Municipal League. The completion of these forms is required by the end of the shift. Upon completion of these forms, they shall be reviewed by the Fire Chief and delivered to the City of Rogers Human Resources Department. The completion of these forms is important, but shall not impede the delivery of emergency medical care to RFD employees.

Members of the Rogers Fire Department who are injured on duty may seek medical attention from Mercy Hospital if the injury is an emergency. Non-emergency injuries, such as strains and other pains, should be directed to Arkansas Occupational Health Clinic located at 4001 Wagon Wheel Road in Springdale, AR. The Administrative Assistant to Administration and Field Operations is the point of contact for scheduling with the AOHC.

If a review of the injury requires the member to be off-duty for a period of time, then the restrictions shall be limited to that specified by the evaluating physician. Employees placed on injury leave will be paid their normal salary and direct any worker's compensation to the City of Rogers. Any certificate of injury must state that the employee is to:

- a) Remain on or off work
- b) Provide a date to return to work, or scheduled reevaluation
- c) Any specific restrictions
- d) Expected duration of time off work

Any time a member refrains from work attendance without a medical certificate, their time off shall be charged to their accrued leave benefits.

In order to ensure accurate reporting of line-of-duty firefighter injuries to the National Fire Incident Reporting System (NFIRS), every line-of-duty injury must be reported on an incident report through the Firehouse Records Management System.

If the injury occurs as a result of an emergency incident to which the member responded the injury should be reported on the Firehouse report for that incident.

If the injury occurs as a result of a training evolution, station duty, or other non-emergency incident activity an incident number will need to be created by RCD. Upon notification of the injury the Citywide Tour Commander should contact RCD by telephone and request that an incident number be created for a Worker's Compensation injury. RCD will need the address where the injury occurred and the apparatus number to which the member was assigned. RCD will then create an incident for a Priority 2 Medical Emergency and immediately clear the call and return the assigned apparatus to the appropriate status. If the apparatus needs to remain out-of-service due to the injury RCD should be advised to show the apparatus out-of-service after clearing the call.

Procedure for reporting line-of-duty injuries within Firehouse:

1. Complete the report as you would any other incident report
2. Record the firefighter injury in the "Fire Service Casualties" section on the *Response* page
3. Complete the "Fire Service Casualty Module" on the *Additional Reports* page
4. Complete a "Form 6 – Release of Responsibility" if the member did not require transport to the hospital

Company Officer Responsibilities:

- 1) Evaluate the injury and seek appropriate medical care to the injured party
- 2) Ensure that the appropriate Worker's Compensation paperwork is completed and proper NFIRS reporting using the Firehouse Records Management System occurs
- 3) Notify the Citywide Tour Commander of the injury

Citywide Tour Commander Responsibilities:

- 1) Ensure that medical care is rendered to the injured member
- 2) Quality check the Worker's Compensation paperwork and submit it to Fire Department Headquarters by the end of shift.
- 3) Immediately notify the Fire Chief
- 4) Facilitate the completion of the necessary NFIRS computer records on the Firehouse Records Management Software

- 5) Make appropriate changes to the shift leave calendar to prevent an unnecessary use of overtime due to the injury