

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 1 – Administration

### Section 102 – Personnel Policy

### 102.7 – Duty Related Injuries

Employees who suffer an injury while on duty are required to immediately notify their supervisor of such and to immediately complete the Arkansas Worker's Compensation Commission Form N "Employee's Notice of Injury" and the Municipal League Workers Compensation Trust "Employee's Report of Accident". The supervisor will complete the City Of Springdale Incident Report Form as soon as possible after receiving adequate information from the injured employee. The three forms shall be delivered to Fire Administration immediately following their completion in order for proper notification to occur throughout the city and to the worker's compensation system. Under no circumstances shall notification be delayed beyond the end of the shift of duty where the injury occurs. In most situations, completion and submission of forms shall occur before the end of the shift.

In the case of severe injury where emergency care is necessitated, the employee will be transported to Northwest Medical Center emergency room via Springdale Fire Department ambulance or other appropriate means without delay. In such an event, the completion of these required forms may be delayed. The required forms shall be completed as soon as possible following the employee receiving emergency care and treatment.

If the employee's injury does not require emergency care but does require the employee to be evaluated by a physician, both forms shall be completed as previously stated. The employee's supervisor shall immediately report the injury upward through the department chain of command. A chief officer will immediately notify the city insurance administrator of the injury and request that arrangements be made for the employee to be seen as quickly as possible by the city's worker's compensation physician/clinic.

If the injury occurs when the city insurance administrator is not available, notification must be made to the administrator as soon as possible. In the event the injury occurs at a time when the city's workers compensation physician/clinic is not open, (nights, weekends, etc.) the employee will be taken to the emergency room at Northwest Medical Center instead. The employee must be taken to the emergency room by a chief officer who shall communicate to the hospital staff that the employee is covered by the city's worker's compensation program.

If the physician evaluating the employee determines that the employee's injuries are such that the employee is unable to continue working in their normal capacity and provides a medical certificate to the department stating such, the employee will be placed on injury leave in accordance with the medical certificate. The certificate must state that the employee is to remain off work, or return to work with specific restrictions, and the expected duration of time off work or length of restrictions, as well as any follow up appointments scheduled.

Injury leave will be charged towards an employee's time from work only when a medical certificate from the physician has been received or during the time when the employee is at the clinic or emergency room. In the event that an employee feels they cannot report to or remain at work due to an on duty injury they must be seen by the physician and obtain a medical certificate.

Time off work without such medical certificate will be charged to the employee's paid benefit time, not to injury leave.

### **First Line Supervisor's Responsibilities**

Whenever first line supervisors are made aware of an on duty injury of their assigned personnel they are to immediately evaluate the degree of injury and ensure that appropriate emergency care is initiated if needed. The supervisor is to direct the affected personnel to properly and completely fill out the Arkansas Worker's Compensation Commission Form N "Employee's Notice of Injury" and the Municipal League Workers Compensation Trust "Employee's Report of Accident" as applicable. The first line supervisor shall immediately notify the on duty shift commander of the injury for further instructions and is to complete the City Of Springdale Incident Report Form as quickly as possible.

### **Shift Commander's Responsibilities**

Whenever shift commanders are made aware of an on duty injury to personnel, they will immediately confirm the degree of injury and ensure that appropriate emergency care is being delivered as necessary. Secondly, the shift commander is to ensure that all required reporting forms are being completed.

Shift commanders shall notify administration chief officers of the injury as soon as possible. Administration chief officers will provide further instruction to the shift commander. If the shift commander is unable to contact an administration chief officer, the shift commander is to notify the city insurance administrator (in the City Clerk's Office, 479-750-8121) for further instructions.

If the shift commander cannot contact either an administrative chief officer nor the city insurance administrator and the personnel injuries are such that the employee needs to be seen by a physician or requires immediate emergency care, the shift commander is to take the employee to the emergency room at Northwest Medical Center and advise the hospital staff that the employee is covered by the city's worker's compensation program.