

**Phoenix Fire Department**  
**Volume 1 – Operations Manual**

**PERSONAL INJURY REPORTING**

<b>MP 110.02</b>	Date Revised:6/6/2022
Related Policies: 105.01, 103.02, 103.02a	

**PURPOSE**

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

**PROCEDURE**

**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 (Banner University).
- If burn injuries require medical attention, the member should be transported to Maricopa Medical Center Burn Unit.
- If it is a non-emergency injury that needs medical attention, the member should go to the Fire Department Health and Wellness 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 C-959 AND THE ON-CALL HEALTH AND WELLNESS CENTER CLINICIAN FOR INSTRUCTIONS. THEN, IF NECESSARY, REFER TO THE APPROPRIATE EMERGENCY FACILITY. ONLY A PHYSICIAN CAN RELEASE A MEMBER FROM WORK ON INDUSTRIAL OR RETURN THEM TO WORK.

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

- Go to the Emergency Room or Urgent Care to have your injury looked at and fill out the appropriate paperwork. Contact the Alarm room and have them notify C-959 and Health and Wellness Center Clinician.

- If it non- emergent, no treatment is needed. Contact the Alarm Room and have the Health and Wellness Center on-call clinician call the injured member to release them from duty.
    - If the member leaves without contacting the clinician, the member will be charged their personal leave banks.
    - And if you are not seen the next business day by the Health and Wellness Center industrial leave will not be approved.
    - Notify your supervisor and the alarm room and have them contact C-959 and on-call clinician. An on-call clinician is the only person that can put you off on industrial to get all time off covered. **DO NOT** use **SICK LEAVE**, the Health and Wellness Center and Payroll **will NOT** be able to retroact your personal time. The next business day, you must go to the Health and Wellness Center to be seen and confirm work status.
2. If you hurt yourself on shift, but did not believe you needed treatment at the time of injury and you continued your shift you must do the following if:
- If your injury continues to get worse and you are unable to work your next shift, you **MUST** notify South Shift Command that you were injured and that you are seeking treatment at the Health and Wellness Center.
  - If the Health and Wellness Center is not open, go to the Emergency Room or Urgent Care. Contact the alarm room to have C-959 and a Health and Wellness Center Clinician notified.

### **NOTIFYING THE HEALTH & WELLNESS CENTER**

It is the injured employee's responsibility to notify the employer as soon as possible. ALL INJURIES SHOULD BE REPORTED IMMEDIATELY. If you believe you do not need treatment the day of the injury, fill out an injury/precautionary report, let your supervisor know, have them sign it and send it to the Health and Wellness Center.

### **THE INJURED EMPLOYEE WILL COMPLETE ALL FORMS**

The following injury packet is available at the Health and Wellness Center electronically.

- 102-Worker's and Physician's Report of Injury Form from the Industrial Commission of Arizona
- Workers' Compensation Program and Agreement
- Authorization to disclose medical information.
- PFD Health and Wellness Center Work Status Form
- PFD Injury Report Form
- Worker's report of Injury.

The Phoenix Fire Department Health and Wellness Center staff will help you through this process.