

Hiawatha Fire & Rescue

Policy 400.05
Occupational Health and safety
Occupational Safety and Health Records
5/25/2001

I. Scope

This standard establishes a system for the collection and permanent retention of information concerning accidents, injury, illnesses, exposures to infectious agents and communicable diseases, and deaths that are or might be job related. It was promulgated to:

- A. Establish the requirements that a report be completed and filed for every accident, injury, illness, exposure to an infectious agent or communicable disease, or death that involves a member while on duty or that may in some way be related to the member's job as a volunteer firefighter.
- B. Establish a database for analysis to develop programs to reduce on-the-job accidents, illnesses, and deaths.

II. General

- A. A permanent record of all accidents, injuries, illnesses, or deaths that occur while a member is on duty shall be maintained by the department, The record shall include both a master file of such events as well as individual records placed in the individual member's permanent personnel file.
- B. Other records and reports that are useful in evaluating the department's overall safety and health program shall be maintained as required by rule, regulation, policy, or standard operating procedure.
- C. A tabulation of the department's safety record shall be included in the monthly report and the annual report.

III. Responsibilities

- A. It shall be the responsibility of each member of the department to immediately report to his / her supervisor any accident, injury, or illness that occurs while on duty. The appropriate report shall be filed in writing within 24 hours of the event.
 1. If a member was exposed to a hazardous material or contagious disease, he / she shall file a Hazardous Materials Exposure Form as required by SOP 411, Exposure Reporting.
 2. A Notification of Accident Report shall be filed if the member was involved in a motor vehicle accident.
 3. If the member has been injured, on On-the-Job Injury Supervisor's Investigation Report and a Supplemental Report of Injury (Worker's Comp.) report shall be filed.
 4. If a physician treated the member, a Designation of Duty Status Form shall be completed.
- B. Officers shall be responsible for ensuring that a member under their command, who is involved in an accident or injured, completes the appropriate reports. Reports shall be completed, accurate, and filed in a timely manner.
- C. The department's safety officer shall review all accident and injury reports and shall ensure that the appropriate committee for its recommendation reviews the event.