

Policy: Reporting of Injuries

Purpose: To ensure the physical safety of each member while on duty. To comply with certain policies the State of Illinois Department Of Labor and our workers compensation insurance carrier have established.

Scope: Policy applies to all Fire Department personnel

For definition purposes, the term “on duty” shall refer to any time that personnel are acting under the direction and/or control of the Fire Department.

Should a member become injured while on duty, they must report to the Incident Commander or Senior Officer immediately and obtain first-aid treatment.

All injuries must be reported. Failure to report any injury may cause one to lose his/her compensation benefits.

If necessary, the member shall be sent to a hospital for treatment.

The Incident Commander or Senior Officer shall:

- Gather information that is relevant to the injury/accident
- Identify any witnesses
- File a report of injury (form may be available from insurance carrier)
- Preserve and secure any physical evidence involved in the accident

Personnel that receive medical attention for any injury, on or off duty, may be required to present a Physician’s release, prior to the return to duty related activities.

Personnel may return to “light duty” with the written approval of the Fire Chief. Personnel may be required to present a Physician’s release, prior to reporting for light duty. The Fire Chief shall define light duty on a case-by-case basis.

By the Order of: _____
Fire Chief

Date: _____