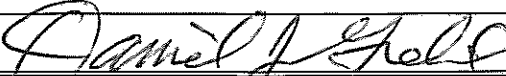


SCOTTS VALLEY FIRE PROTECTION DISTRICT



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| STANDARD OPERATING PROCEDURES | ARTICLE: I | SOP: 1105 |
| | SECTION: 1100 PERSONNEL | |
| | SUBJECT: REPORTING WORK RELATED INJURIES | |
| DATE APPROVED: | July 22, 2014 | |
| APPROVED: |  | |

Purpose: To provide the district personnel with a consistent procedure to follow when reporting an on-the-job injury and to establish guidelines for filling out the appropriate forms.

Scope: All Scotts Valley Fire Protection District personnel shall be familiar with and abide by the following guidelines in the event of an on-the-job injury.

Procedure:

1. Upon injury, the employee shall notify his/her supervisor as soon as possible.
2. The supervisor shall fill out the following forms as completely as possible.
 - A. **IF MEDICAL ATTENTION IS SOUGHT**
 - 1) **Supervisor's Accident Report** - Please be specific. The description should be thorough and include if the injured employee was seen by a physician. (See attached Form #1)
 - 2) **Employee's Claim for Workers' Compensation** - This form must be filled out within 24 hours of receiving notice of the injury. (See attached Form #2)
 - a) The supervisor gives the Workers' Compensation Form (DWC Form 1) to the injured employee and the administrative office fills out the station log and assigning a number to Form.
 - b) The employee fills out the upper portion and keeps the copy marked "Employee's Temporary Receipt" (green copy). The employee then gives the form back to the supervisor.
 - c) The supervisor fills out the lower half of the form and gives the employee the copy marked "Employee's Copy" (pink copy). The remaining copies are to be given to the administrative office for further processing along with the Supervisor's Accident Report.

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- 3) The supervisor shall fill out the State Form 5020 taking the information from the Supervisor's Accident Report form. All of the completed forms shall be forwarded to the administrative office immediately. The forms are then distributed to the appropriate Workers' Compensation carrier and copies are filed in the employee's file as well as in the Workers' Compensation File in the administrative office. *(See attached Form #3)*
- 4) Medical waiver to be filled out by the employee. *(See attached Form #4)*
- 5) An entry in the company journal shall be made recording the injury.
- 6) The supervisor shall fill out the OSHA Form 301 taking the information from the Supervisor's Accident Report Form. *(See attached Form #6)*

B. FIRST AID ONLY

NOTE: In the event of a "First Aid Only" incident, the following two forms need to be filled out:

- 1) **Supervisor's Accident Report** - Please be specific. The description should be thorough and include that the injured employee was NOT seen by a physician. *(See attached Form #1)*
- 2) **Employee's Claim for Workers' Compensation** - This form must be filled out within 24 hours of receiving notice of the injury. *(See attached Form #2)*
 - a) The supervisor gives the Workers' Compensation Form (DWC Form 1) to the injured employee and the administrative office fills out the station log and assigning a number to Form.
 - b) The employee fills out the upper portion and keeps the copy marked "Employee's Temporary Receipt" (green copy). The employee then gives the form back to the supervisor.
 - c) The supervisor fills out the lower half of the form and gives the employee the copy marked "Employee's Copy" (pink copy). The remaining copies are to be given to the administrative office to be filed in the employee's medical personnel file along with the Supervisor's Accident Report.
- 3) Both forms are to be filed in the employee's medical personnel file and the Workers' Compensation file in the administrative office.

3. Treatment While On Duty

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- A. In the event of a work related accident, illness or injury; the highest priority is to be given to immediate treatment.
 - 1) In an emergency, take the injured employee to the nearest available hospital emergency room for immediate treatment.
 - 2) For a non-emergency illness or injury requiring medical attention, the employee should be directed (after documentation and notification as outlined above) to receive treatment at the earliest opportunity. The employee shall be directed to the physician designated by the district, unless the employee chooses to see his/her physical as designated pursuant to Section 5.

- 4. Treatment While Off Duty
 - A. If it becomes necessary to seek medical attention as a result of a duty-related injury or illness, the employee shall:
 - 1) In an emergency, proceed to the nearest hospital for immediate treatment. As soon as possible, notify the administrative officer and/or the on-duty duty chief.
 - 2) For a non-emergency situation, the employee shall notify the administrative office during the business week and the duty Chief if on a weekend or holiday.
 - 3) For those cases that were originally reported as "first aid", the necessary forms must be filled out and sent to the third party administrator. *(See Section A - "If Medical Attention is Sought")*

- 5. Designation of Physician
 - A. An employee may designate a personal physician to provide treatment in the event of a work related injury or illness. Such designation shall be made in writing prior to the date of injury. The designated physician shall be a Doctor of Medicine, or a Doctor of Osteopathy who, prior to the injury, has directed the medical treatment of the employee and who retains the employee's medical records and history. *(See attached Form #5)*

 - B. The district's designated physician for employees who do not designate a physician will be the Santa Cruz Occupational Medical 3601 Caldwell Drive, Soquel, 8 a.m. to

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5 p.m., Monday-Friday. For emergencies or after hours, Dominican Hospital, 1555 Soquel Drive, Santa Cruz.

6. Notification Procedure

- A. It is essential that certain individuals are notified, especially next-of-kin, when an employee becomes ill or is injured.
- 1) *For a non-serious injury* - An illness or injury which may require examination and treatment by a physician, but not require hospitalization or specialized treatment.
 - a) The duty chief shall notify the next-of-kin by telephone. Notification time is not critical; therefore it is advisable to have as much information on the illness or injury to reassure them the employee's health is not in danger.
 - b) The duty chief shall notify the administrative office of the illness or injury the first business day he/she is available.
 - 2) *For a serious injury* - Those illnesses or injuries which appear to/or require hospitalization or specialized treatment.
 - a) The duty chief shall notify the fire chief, the administrative office, and the safety officer.
 - b) A chief officer will notify the next-of-kin. If the next-of-kin is not contacted through normal channels, every effort should be made to locate the next-of-kin through other relatives or friends.
 - c) The notifying chief officer shall see that transportation and Childcare are provided for next-of-kin.
 - d) Report to Cal OSHA consistent with Standard Operating Procedures.
 - 3) *For on duty death of an employee*
 - a) The duty chief shall notify the fire chief, administrative office, and the safety officer.
 - b) The fire chief or his/her designee shall notify the next-of-kin. If the next-of-kin is not contacted through normal channels, the designee shall pursue all means until the next-of-kin is located.
 - c) The designee shall make personal contact with the next-of-kin.
 - d) Should the deceased employee have an affiliation with a church or religion, it may be appropriate to have a clergyman from said church or religion accompany the fire chief or designee to notify the next-of-kin.

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- e) A death must be reported to Cal/OSHA within 24 hours after a chief officer knows of the death. Contact pursuant to Standard Operating Procedure.

7. Procedure for Returning to Duty

- A. The employee will be returned to regular duty following a work related injury or illness after he/she has been certified by the attending physician as being physically fit to perform the duties as outlined in the employee's job description.
- B. Following a work related injury or illness which temporarily precludes a return to full duty; a physician may release an employee to "light duty". When released to light duty, the employee may be required to perform fire district related functions on a schedule as determined or approved by the fire chief.
- C. A medical examination by the district's occupational health provider may be required to assure the employee is fit for duty.