

POLICY - 2.5.3 - ACCIDENT, INJURY OR ILLNESS REPORTING
SCOPE - ALL PERSONNEL

Accidents, injuries, and/or illness involving District personnel conducting District business must be reported in detail as soon after the occurrence as possible. All accident, injury, or illness reports should be submitted to the Fire Chief or designee. All accidents will be reported to the Safety Committee.

- A. **VEHICULAR ACCIDENTS:** Accidents involving District-owned vehicles or personal vehicles being operated on District business and involving other property must also be reported to a police agency for investigation. Any accident resulting in personal injury or death must be reported immediately to the District office and to the Fire Chief or, in the absence of the Fire Chief, his designee.
- B. **OTHER ACCIDENTS:** Accidents involving damage to equipment or property, or personal injury, must be reported to the Fire Chief, who will determine the need for further investigation.
- C. **INJURY/ILLNESS REPORT:** In case of an accident, or other event, involving personal injury or illness to an employee or volunteer, regardless of how serious, their supervisor and the Fire Chief should be notified as soon as possible. Failure to report accidents, injuries, or illness can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims. Affected workers must fill out an incident report form for any injury or illness. If the worker seeks medical attention for the injury or illness, then a Worker's Compensation Report Form (801) must be filled out and submitted as soon as possible to the Fire Chief or designee. All injuries or illness must be reported in a timely manner. The Fire Chief or designee will provide assistance to any person filling out a Worker's Compensation Report.

Compliance with Policy 3.1.2 - Post Injury/Medical Return will be the governing factor used to determine appropriate conditions for a return to duty.

If an injury or illness results in the death of an employee or volunteer, then the supervisor shall immediately notify the Fire Chief and the Safety Officer, who in turn shall immediately notify the State Worker's Compensation Department and the District's insurance carrier by phone. The Fire Chief shall process a claim report form.

The appropriate entries shall also be made in the OSHA 200 Report Log.

The Safety Committee shall be notified of all personal injuries or illness that are associated with activities authorized by the District.