



SAFETY & HEALTH (Accident Reporting) SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members when reporting accidents involving injuries.

PURPOSE

Fire fighting has been recognized as one of the most hazardous occupations in the U.S. in terms of deaths and injuries. With this in mind Stoney Point Fire Department recognizes the importance of increased health and safety standards for all employees.

The purpose of these guidelines is to reduce firefighter deaths, injuries, and illnesses by providing a better framework for further training and education for all employees.

Policy Number

7A.017

Page 1 of 5

SAFETY OFFICERS DESIGNATION / RESPONSIBILITIES

The Fire Chief shall appoint the fire department safety officers. The safety officers will be responsible for the management of the Fire Department Occupational Safety & Health Program.

The Department Safety Officer designation is assigned as a duty to the full time Station Captain and he/she will be assisted by the Department's Emergency Medical Services Lieutenant.

The Department Safety Officer and EMS Lieutenant shall attend and carry as a certification the Federal Emergency Management Agency Incident Safety Officer Course.



DEFINITIONS

SHALL - Indicates a mandatory requirement.

STANDARD OPERATING GUIDELINES (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

GUIDELINES

Unsafe or unhealthy work conditions, practices, or procedures shall be reported and corrected in a timely manner based on the severity of the hazards.

Accidents and injuries are not fully preventable, though by all personnel taking a pro-active approach, these guidelines may further prevent future accidents and injuries.

Below are a few guidelines to aid in the prevention of accidents and injuries:

- When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the condition shall be provided with the necessary protection.
- Recognize the risks associated with this occupation and be sincere about being safety oriented.
- Continually review and train on Departmental Operating Guidelines.
- Stay alert for the unforeseen while at the station, incident scene, and to and from incident.
- Advise an officer of any potential safety hazards at the station, on the emergency scene, etc.
- Ensure the incident management system along with personnel accountability is closely followed at an incident.
- Hold post incident critiques with the safety officer and the incident commander to deliver all aspects of an incident.
- Any problem with apparatus or equipment should be written on the work order form and given to the captain in charge of said equipment.

Policy Number
7A.017
Page 2 of 5



ACCIDENT / INJURY REPORTING

These guidelines are to ensure that all necessary medical, surgical, hospital treatment, and rehabilitation services are provided to those employees who may become injured or ill in the line of duty. It also identifies employee responsibilities relating to accident reporting.

The Stoney Point Fire Department employee accident report form is designed to aid in accident investigation procedures. Initial accident investigation at the scene will contribute greatly to identification of accident causes and may discourage false claims.

It is the employee's and supervisor's responsibilities to complete the accident report form as soon as possible after an accident occurrence. Upon completion of the report, it should be immediately turned over to the Fire Chief. All completed documentation will be filled by the Safety Officer

Policy Number

7A.017

Page 3 of 5

The on call Duty Chief at the time of the accident or the Department Safety Officer will conduct the investigation.

It is the employee's responsibility to report all accidents, injuries, and illnesses to the supervisor or a chief officer as soon as possible after the occurrence and not after **48** hours after the accident.

If the employee is injured on the fire ground, the supervisor or incident commander will also complete a North Carolina Fire Commission Casualty Report, if applicable by completing the FIREHOUSE Management Software Incident Reporting Response Casualty Section and transmit the report to the NC Fire Commission/OSFM.

All Officers of the department will investigate accidents and a written report will be forwarded to the Fire Chief with all of the details about the incident.

Based on the accident/incident investigation report, the Fire Chief will ensure the administrative office receives all the information for completion of the **NC Industrial Commissions Form 19**.

After the accident, injury, or illness, the employee will keep the Fire Chief up to date on his/her recovery progress. Prior to returning to active duty, the employee must a completed and signed



SPFD-IR-2 Return to Duty Form to the Fire Chief from the doctor releasing you back to fire department activities of fire suppression, driving, and operating a fire apparatus, and training activities.

SAFETY & HEALTH TEAM

The Safety & Health Team of the Stoney Point Fire Department will consist of members of the department, which meet on a periodic basis to research and develop a better safety and health program for all members of the fire department.

Minutes of each meeting will be typed and posted for all members to review. Some of the teams responsibilities may be, but are not limited to:

- Review and investigate each accident within the fire department and make recommendations for prevention.
- Study and implement safety & health standards in an effort to take the pro-active approach to accidents and injuries.
- Review policies and procedures for additions and/or changes and make recommendations to the Fire Chief.
- Prepare and participate in further training and education programs for all personnel.

Policy Number
7A.017
Page 4 of 5

The department's safety officer shall serve as the Chairman over the Safety & Health Committee.

The Safety & Health Committee will meet semi-annually or if directed to meet by the Fire Chief sooner, and submit all records of meeting minutes to the Fire Chief.

EMPLOYEE RESPONSIBILITIES

All members of the fire department shall cooperate, participate, and comply with the provisions of this program.



RECORDS

The fire department shall establish a system to maintain records for all accidents, injuries, and deaths.

The fire department shall use NFPA 901 for national and regional reporting codes.

The fire department shall maintain a medical file on all personnel and shall use state medical forms supplied by N.C. Fire & Rescue.

Policy Number
7A.017
Page 5 of 5