

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: INJURY REPORT			SECTION: 106
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PURPOSE

To provide members of the department with the knowledge of the proper procedure in which to document an injury and the proper amount of time to complete it.

REPORTING INJURIES

All injuries incurred while on duty shall be reported to the injured employee's immediate supervisor without delay and the immediate supervisor shall report the same to the Office of Administration. ~~A supervisor's duty investigation report will need to be completed and signed by the injured employee and the supervisor within twenty four (24) hours after the injury, and turned into the Administrative office.~~ The Company Nurse shall be contacted as soon as possible after the injury has occurred. The Fire Chief or his designee shall be contacted as soon as possible.

INJURIES REQUIRING MEDICAL ATTENTION

1. Whatever immediate medical attention is necessitated, the supervisor in charge shall order whatever procedures are necessary.
2. If the injured employee is sent to the hospital for treatment, the Fire Chief shall be informed (in person or over the phone, NOT THE RADIO) of the name of the injured and to which hospital he/she is sent.
3. The Officer in charge of the shift shall record all injuries in the Daily Logbook for that day. ~~All first report of injury forms are to be completed and signed by the injured employee's supervisor and filed with the Fire Chief's Office and City Hall during that shift if possible or the next morning at the latest. The supervisor and injured personnel, if not in hospital, must go to City Hall and complete a report. The injured employee must submit to a drug test as soon as possible. The supervisor shall see that this has been completed.~~ Everyone witnessing the injury shall complete an Administrative Report detailing what occurred. The Administrative Reports shall be turned into the Administrative Office.
4. It is imperative that all reports be completed. Recheck reports for accuracy.