



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

To establish procedures to follow when personnel are injured on the job.

It shall be the responsibility of each member to report on the job injuries and to file worker's compensation.

POLICY

Any employee who suffers an on the job injury, or suspected injury, shall report the injury to their immediate supervisor. The supervisor will document in the related incident report and/or log book. The injured employee shall then complete an Accident/Injury Form and Workers Comp Form. These forms must be filled out by the employee and returned no later than 24 hours from the date of the injury.

It is the employee's responsibility to notify their supervisor of any injury incurred, regardless of the size or type of injury, and to request and file the reports. All injuries should be reported so that the paperwork can remain on file in case problems develop later. Neither the city nor fire department will attempt to file claims on injuries unless the appropriate reports have been filed within the time frame listed above.

If the injury is the result of an accident, you must refer to the City of Russellville Safety and Health Policy, Accident Investigation (page 6) and SOP 206.18 (Incident Investigation and Reporting) for procedures.

Approved

Fire Chief