
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: On-Duty Injury/Illness
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 8-26-2012
Section: 244.00

244.01 Purpose

To establish uniform guidelines regarding the reporting of injuries and/or illnesses which are suffered by Fire Department personnel in the course of, or as a result of, their official duties.

244.02 Policy

- A. All injuries and/or illnesses occurring to Fire Department personnel, arising from the performance of their official duties, shall be reported to the Incident Commander and on duty OIC as soon as possible
- B. All injuries and/or illnesses occurring to Fire Department employees, Fire-EMS and Fire Marshal Divisions, arising from the performance of their official duties, shall be reported on the Town of Ocean City First Report of Injury or Illness Form. An Incident Report Form shall also be completed by the affected personnel. These forms shall be forwarded to the on duty OIC.
- C. All injuries and /or illnesses occurring to Fire Department, Volunteer Division members, arising from the performance of their official duties, shall be reported on the Workers Compensation – First Report of Injury or Illness, the IWIF Employee’s Report of Injury, and the IWIF Accident Witness Statement forms. Additionally, the IWIF Supervisor’s Accident Investigation form will be completed. These forms will be forwarded to either the IC, the on duty OIC, or the on call duty Chief.
- D. The Fire Chief and the respective Division Deputy shall be notified as soon as possible if any member of the Department suffers an on-duty injury and/or illness that requires a member to be relieved from duty.
- E. Any Fire Department personnel suffering from on-duty injuries and/or illnesses, which require medical treatment at a medical facility, shall be treated by the closest appropriate medical facility.

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- F. Regardless of where the medical treatment is obtained, the member must have the attending physician write a note stating when they are allowed back to work.
- G. Time lost or compensated will be in accordance with the Town of Ocean City Personnel Policies Governing Classified Employees, or through the appropriate coverages of the Volunteer Division.

244.03 Scope

To cover those policies and procedures concerning work related injuries and/or illnesses.

244.04 Responsibility

- A. All members are responsible to operate in a safe manner, following all safety guidelines and procedures in the Town of Ocean City Safety Manual and the SOG manual of the OC Fire Department, and shall appropriately use all safety equipment provided by the Fire Department.
- B. All members are responsible to report any on-duty injury or illness to their direct supervisor as soon as possible.
- C. All officers are responsible to make sure that those members who are injured and/or ill and who are in need of medical attention receive medical attention promptly.
- D. All officers are responsible to insure that the required forms, reports and log entries are made concerning injured and/or ill members.

244.05 Procedure

- A. When a Fire Department member incurs an injury and/or illness in the line of duty, said member shall report the incident as soon as possible to the on duty OIC.
- B. The member will be medically assessed by an on duty Fire-EMS crew for initial treatment and recommended disposition.
- C. The member must complete and submit all appropriate forms as listed in the Policy Section, 244.02 B and C. as soon as possible, but no later than twenty-four (24) hours after the injury and/or illness.
- D. The OIC shall make note of the injury and/or illness in the log relating to the member's name, a brief description of the injury and the current disposition of the case.
- E. After receiving initial medical care following an injury and/or illness, the member shall bring back to the Command Officer a completed Light Duty Verification Form or a doctor's note, which addresses his/her ability to work.