

ALBANY COUNTY FIRE DISTRICT #1

On-Duty Injury and Exposure Reporting Policy

Approved on ??/??/?? by Luke Hawkins, Brett Wadsworth, Matt Burkhart

Purpose: Ensure that all Albany County Fire District (ACFD) related incidents are promptly reported, recorded, and, if necessary, investigated.

General: To outline the procedures for reporting ACFD-related injuries, illnesses, accidents, exposures, and other incidents that occur on duty, so proper medical attention may be provided. The scope of the policy typically applies to all ACFD employees and volunteers.

On-Duty Injury Reporting

- A) All on-duty injuries and/or exposures shall be reported immediately to the injured member's department Fire Chief. On-duty injuries are defined as injuries which were incurred while serving Albany County Fire District in a volunteer or employment capacity, as described in the employee or volunteers job description.
- B) The injured employee/volunteer is responsible for all required reporting of the injury.
- C) When an injury occurs, for which the individual will not seek medical attention or other Workers' Compensation benefits, a "Non-Treated Injury Report Form" shall be completed. The form shall be delivered to the employee's/volunteer's department Chief within 24 hours. The Fire Chief and a District Coordinator shall sign the form and deliver it to the ACFD Administrative Assistant to be filed.
- D) If it is reasonably suspected that an injury will require medical attention, the employee/volunteer shall complete the following:
 - 1. The "Wyoming Report of Injury" contained within the packet shall be delivered to the employee's/volunteer's department Chief no later than 72 hours after the injury. The Chief shall sign the form and deliver it to the ACFD #1 Human Resources to be filed with Wyoming Worker's Compensation. If Human Resources is not available, the packet should be delivered to the Fire District Coordinator. (<https://dws.wyo.gov/dws-division/workers-compensation/forms-documents/>)
 - 2. The "ACFD #1 Incident/Accident/ Near Miss Report" must be completed and routed according to the instructions contained on the report form.
- E) If an injury occurs during response or operations, at a fire incident, the Officer or Chief reporting the incident shall include a Firefighter Casualty Report with his/ her incident report.
- F) If an employee/ volunteer obtains medical attention for an on-duty injury or exposure, the employee/ volunteer cannot return to service in any capacity without a work release

specifying limitations. The work release must be signed by the employee's/ volunteer's medical provider and submitted to the department Chief.

Exposure Reporting

Any individual who is, or is suspected to have been, exposed to a contagious disease while in the course of performing their assigned duties will:

3. Immediately report the exposure to their department's Chief. If unable to contact the department's Chief, the injury must be reported to a Department Officer.
4. Fill out and submit documentation required for an on-duty injury.
5. Be afforded the opportunity to self-transport or be driven to closest hospital, or appropriate medical facility, for evaluation and consultation with a Physician regarding potential courses of treatment, if indicated.

HR Reviewed: November 2023

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