



WARREN COUNTY FIRE ACADEMY

Fire Academy Reporting of Injuries, Illness and Exposures



SUBJECT: Fire Academy Reporting of Injuries, Illness and Exposures

ISSUE DATE:	02232021	PART:	AP
REVISION DATE:	N/A	SECTION:	13
EFFECTIVE DATE:	IMMEDIATELY	REVISION #:	N/A
REVIEWED:		NEXT REVIEW:	01012023

Section 1: PURPOSE

1.1 This Administrative Policy shall establish the requirements for reporting of injuries or illnesses to employees, students, or participants. This policy applies to the reporting of such injuries/illnesses.

Section 2: DEFINITIONS

2.1 **Sick leave:** Leave granted to a person who because of sickness or injury becomes disabled to a degree that makes it impossible for them to perform the duties of their position or, who is quarantined by a physician because they has been exposed to a contagious disease.

2.2 **Illness:** A sickness or similar ailment, not associated with any injurious action.

2.3 **Injury:** Any action that results in physical damage or harm to a person.

2.4 **Job-incurred injury:** (*a.k.a.*- “*on the job injury*” or “*O.J.I.*”) Any injury suffered by a person while operating / training at or on behalf of the Academy.

2.5 **Job-incurred Illness:** An occupational disease or illness resulting from the conditions of a person’s work, trade, or occupation.

2.6 **Exposed:** This shall mean any exposure to airborne or blood borne pathogens when an person shares air space with another person who has an infectious disease caused by an airborne agent or who comes into contact with a person with a known life threatening infectious disease.

2.7 **Medical Certificate:** Any person requested / required to submit documentation attesting to their reason for sick leave shall include as acceptable medical evidence, a signed report from a physician indicating the diagnosed illness or injury requiring leave and the necessary treatment. May also be used for the person to return to their assignment.

2.8 **Reportable Injury or Illness:** Any injury or illness to a person that is work / training related.



WARREN COUNTY FIRE ACADEMY

Fire Academy Reporting of Injuries, Illness and Exposures



Section 3: RESPONSIBILITY

3.1 For any drill, training session, or evolution that has been deemed to be potentially dangerous, emergency medical personnel shall be present.

3.1.1 It is the responsibility of the local emergency service department calling for the training to obtain this staffing.

3.2 Each injured person is responsible to report a job incurred injury, illness or exposure to a supervisor, as soon as possible following the event. He/she is also responsible for filing all required reports pertaining to that injury or accident. The completion of written reports or forms may be delayed depending on the circumstances. *The primary objective is the immediate care and treatment of the injured person.*

3.3 The person must report an on the job injury, illness or exposure even if they do not require medical treatment. The reporting of the injury does not require that the employee be treated at a medical facility.

3.3.1 Any injury, illness or exposure not reported by the end of the training session may be considered non-contributory for future events or claims.

3.4 Supervisor: The supervisor shall ensure that all reports, forms and memorandum described below are completed and submitted to the Academy Coordinator. In addition, if the reported event requires treatment at a medical facility, the supervisor shall make immediate notification as prescribed below.

3.4.1 Notify the Comm. Center to request medical transport: 908-835-2024

3.4.2 Request the Comm. Center to notify the Public Safety Director.

3.4.3 Notify the Academy Coordinator / Deputy Coordinator: J. Fox: 908-283-8360; J. Lefler: 908-235-8864

3.4.4 Only the highest medical authority on site has the authority to cancel M.I.C.U., if requested.

3.4.5 All documentation shall be completed prior to the supervisor leaving the Academy.

3.5 The Academy Coordinator shall keep a central "Injury Event File" in the main office for all injury related events. The Coordinator shall be the case contact person for all agencies requesting information regarding the person's incident. In addition, the Coordinator shall:



WARREN COUNTY FIRE ACADEMY

Fire Academy Reporting of Injuries, Illness and Exposures



- 3.5.1 Maintain confidentiality of all information and forms.
- 3.5.2 Complete all required local, state and federal forms as needed (*i.e. DFS, OSHA, etc.*)
- 3.5.3 Review all forms for completeness and accuracy prior to filing or distribution to other agencies.
- 3.5.4 Forward all bills to the appropriate agencies.
- 3.5.5 Coordinate communication among the person, physician, claim representative, Department of Public Safety, Warren County Community College and emergency service department involved.

Section 4: **COMPLETING FORMS AND REPORTS – Academy incurred injury**

- 4.1 There are several reports and forms that are required by either the Academy, County of Warren, Warren County Community College or the State of New Jersey. These forms are to be completed whenever a person is injured, exposed or suffers an occupational disease, regardless of whether they receive medical treatment. Copies of all forms are available in the Academy Coordinators office. The required forms are listed below:
 - 4.1.1 An Academy injury report.
 - 4.1.1.1 Typically completed by the Academy EMT
 - 4.1.2 An Academy RMA (*if needed*)
 - 4.1.2.1 Typically completed by the Academy EMT
 - 4.1.3 The person, the person's supervisor and any other member(s) who may have been involved or witnessed the events leading to the injury shall also file a memorandum report at the earliest opportunity following a related injury, if the event seriousness requires said documentation.
 - 4.1.4 The New Jersey Department of Community Affairs requires that the Division of Fire Safety be notified, and, in some cases, a form filled out and submitted, in certain instances as follows:
 - 4.1.4.1 Fire Fatality - within 24 HOURS fill out online form, if unavailable call the 24-hour DFS Dispatch at 1-877-NJFIRES (1-877-653-4737). - ANY FIREFIGHTER FATALITY MUST BE SUBMITTED BOTH ONLINE AND TO THE DFS DISPATCH CENTER WITHIN 4 HOURS.



WARREN COUNTY FIRE ACADEMY

Fire Academy Reporting of Injuries, Illness and Exposures



4.1.4.2 Firefighter injury - SERIOUS INJURY ONLY (FIREFIGHTER IS ADMITTED TO THE HOSPITAL) notification only – 1-877-NJFIRES (1-877-653-4737) within 4 HOURS ONLINE FORMS FOUND AT-NJ DIVISION OF FIRE SAFETY WEBSITE>Bureaus and Offices>NFIRS

4.1.5 PEOSHA requires firefighter fatality or serious injury requiring in-patient hospitalizations shall be reported orally and in writing within 8 hours of the occurrence. Oral notifications shall be made directly to the 24-hour hotline 1-800-624-1644. The written report shall be made on the Employer's First Report of Accidental Injury or Occupational Disease. The completed form must be faxed to the Office of Public Employees Safety 1-609-292-4409.

4.1.6 All forms or notifications shall be done ASAP after the incident but no later than twenty-four hours after the event.

4.1.7 Other reports - a completed copy of any other agency reports shall also be included in the injury event file, if they are applicable to the injury event, i.e. police report, mutual aid department's incident report, etc....

Section 5: **SICK LEAVE**

5.1 Employees utilizing sick leave shall conform to the following:

5.1.1 Notify the Academy Coordinator / Deputy Coordinator as soon as possible.

5.1.2 When possible attempt to find a suitable replacement for assigned classes.

5.1.3 Notify the Academy when available to return to duty. Employee may be required to provide medical certification that they are able to return to duty.

5.2 Students utilizing sick leave shall conform to the following:

5.2.1 Notify the Academy Coordinator / Deputy Coordinator as soon as possible.

5.2.2 Complete an excuse form when able to return to class. Student may be required to provide medical certification they are able to return to class.

5.2.3 Complete any assigned make-up assignments.

5.3 If sick leave is anticipated by any person, the Academy shall be notified as soon as practicable and requested / required documentation submitted prior to the anticipated leave.



WARREN COUNTY FIRE ACADEMY

Fire Academy Reporting of Injuries, Illness and Exposures



Section 6: **REPEALER**

- 6.1 Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.
- 6.2 Should another order, policy or directive of this administration appear to conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.
- 6.3 This policy is not in conflict with similar policies set forth by the County of Warren, Warren County Department of Public Safety, or the Warren County Community College.