

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Personnel Accident/Injury Reporting		Approved by: Chief Jeffrey R. Stien	
POL #4	Draft Date: Unknown, 6-6-02	Revision Date: 4-28-09, 4/24/12	Effective Date: 05/07/12

PURPOSE: To establish procedures for maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

SCOPE: This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

A. Department Related Injuries

1. Any member injured during a MFD activity must report it immediately to the Officer in charge of the emergency scene or a non-emergency departmental function. The Chief of the department or his/her designee must be notified immediately.
2. The following forms must be filled out within a 24-hour period and turned into the Chief of the department.
 - a. Report of Accident (department form)
 - b. EMS Run Report (if applicable)
 - c. Worker's Compensation Reporting Form
 - d. Employer's First Report of Injury or Disease, Workman's Compensation Division.
3. If the injury requires medical attention, the injured person will receive services from a physician within a 24-hour period.
4. In order to return to departmental duties, a release from the attending physician is required.
5. Copies of the initial physician's report must be forwarded to the Chief.

B. Non-departmental Related Injuries

1. Any member that suffers an injury/illness which restricts the member from performing their normal duties on the fire department, outside of the Mukwonago Fire Department, shall be required to obtain a written release from their physician to return to full departmental duties.
2. If light duty is given, the attending physician must note parameters/restrictions and the duration of light duty.