

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

40.03.04 ON DUTY ILLNESS OR INJURY



Adopted: 12/20/16
Reviewed: 11/01/18
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

Purpose: To outline the steps involved when an employee becomes ill or injured at work.

References: WAC 296-305-01501
WAC 296-305-01503
WAC 296-305-01505
WAC 296-305-01511
WAC 296-305-02501
WAC 296-305-03001
WAC 296-305-04001

Procedure:

1. Any member who is ill or injured while on-duty should immediately notify their supervisor.
2. The supervisor will notify the on-duty 820 Officer.
3. The supervisor/on-duty 820 Officer will:
 - a) Take the employee out of service.
 - b) Provide or arrange the necessary medical attention.
 - c) Arrange for a relief crew as soon as possible.
4. Full-time and part-time firefighters, and non-suppression employees, are covered by Washington State Department of Labor and Industries.
 - a) Fulltime and Part-time employees shall immediately notify the Department of Labor and Industries (L & I) regarding their accident or injury.
 - b) If treated at a medical facility, the medical facility will notify L & I.
5. Volunteer and Resident Volunteer members are covered under the relief provisions of the Board for Volunteer Firefighters and Relief Officers Pension Act.
 - a) Volunteer members shall immediately notify the Fire District local board secretary.
 - b) The local board secretary will report the injury or illness to the state Board for Volunteer Firefighters.
6. On-Duty Illness.

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- a) The supervisor/on-duty 820 Officer may recommend that the employee receive medical treatment immediately and/or may be sent home until able to return to work.
- b) Employee may be asked to present a note from a physician before returning to work.

7. On-Duty Injury.

- a) If an employee is injured on duty, the following procedures apply:
 - i. The supervisor/on-duty 820 Officer must be notified immediately when an employee is injured while on-duty.
 - ii. The supervisor/on-duty 820 Officer will notify the Fire District safety officer.
 - iii. In the event of serious injuries requiring immediate medical attention, the employee should be taken to the appropriate hospital for treatment.
 - iv. If the injury is of a less serious nature, the supervisor/on-duty officer will recommend the employee receive an initial treatment from an authorized physician.
 - v. The employee is responsible for following the treating physician's instructions.
 - vi. Crew members will be required to complete an incident report for an on-duty injury using the accident injury form.
 - vii. The employee is responsible for furnishing all return-to-work slips, doctor's notes, and referral forms to the Human Resources Manager. This ensures proper reporting to the Department of Labor and Industries, and will ensure that benefits are received in a timely manner.

8. A false insurance claim is a serious offense. If the Fire District has reason to believe an employee has filed a false claim there will be a thorough investigation and the employee maybe subject to fines, imprisonment or disciplinary action up to and including termination.