



Scio Rural Fire District

PO BOX 1 38975 SW 6th Ave.

SCIO, OREGON 97374

TELEPHONE (503) 394-3000

FAX (503) 394-2941

STANDARD OPERATING GUIDELINES

SECTION II

SAFETY

2100 – ACCIDENT REPORTING

2100.1 – Purpose and Scope

The purpose of this policy is to detail the procedures necessary when a member of the district becomes injured or ill when working as a member of the fire district.

2100.2 – Definitions

Occupational injury/illness - Occupational injuries refer to injuries and illnesses sustained while participating in activities directly related to the occupation of firefighting, and related apparatus travel. These activities include, but are not limited to, emergency activity, training activity including organized physical fitness programs, apparatus, station, and grounds maintenance, and business that is necessary to maintain Fire District operations. Injuries sustained while not on duty and travelling to or from the fire station are not considered occupational injuries. Illnesses that are included in this category are those obtained while in the process of performing Fire District duties due to contact with smoke, poisons, toxic agents, dust, and infections such as hepatitis.

Precautionary – an injury or illness that results in no time loss.

801 Form – A form used to open a Worker's Compensation claim with the fire district's insurance carrier

Return-to-Work form – a form that a physician uses to communicate with the fire district. The form is used to specify the limitations the physician is placing on the member. The RTW form contains 3 Options:

- Option #1 – Released to Regular Work
- Option #2 – Not Released to Work
- Option #3 – Released to Modified Work

2100.3 – Injury/Illness

When a member becomes injured or ill while performing their duties as a member of the fire district, they shall:

- immediately notify their supervisor
- seek medical treatment, if necessary

2100.4 – Documentation

For injuries or illnesses that result in time loss:

- **Member Responsibilities**
 - Member fills out an 801 form and presents it to the fire district.



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- Member provides a Return-to-Work form to the attending physician. Once filled out by the physician, member submits to the fire district. If a member fails to submit an RTW to the fire district after an injury, it will be assumed that the member is not released to regular work.
- Member fills out an Incident/Accident Report and submits it to the fire district.
- **Fire District Responsibilities**
 - The Fire District will forward the 801 form to the fire district's insurance provider.
 - The Fire District will place copies of the 801 form, RTW form, and Accident/Incident Report in the member's confidential personnel file.
 - The Fire Chief will share with the officer corps the member's restrictions as noted on the RTW so that the officers are aware and can ensure that the member is limited to only work that is allowed by the attending physician.

For injuries or illnesses that result in no time loss (precautionary):

- **Member Responsibilities**
 - Member fills out an Incident/Accident Report. This report will be used to document an injury in case the injury/illness doesn't improve and eventually leads to treatment and/or time loss.

2100.5 – Communication

While on disability, members should contact the fire chief every 2 weeks to give an update on member's disability status.

2100.6 - Return to Work

Members must limit their physical activity to stay within the parameters established by the attending physician and documented on the Return-to-Work form. Members must follow timelines and attend follow-up appointments as established by the attending physician. Members will not be released to full duty until they receive an RTW form from a physician with "Option 1 – Released to Regular Work" checked.

2100.7 – Safety Committee Review

The Safety Committee periodically reviews cases where members are injured or become ill as a result of their participation in fire district activities. If a member's case is reviewed by the Safety Committee, their personal details will be redacted.