

Occupational Disease and Work-Related Injury Reporting

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues and work-related injuries.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An accidental injury, mental illness or occupational disease arising out of and in the course of employment. An occupational disease does not include ordinary diseases to which the general public is exposed (ARS § 23-901; ARS § 23-901.01; ARS § 23-1105).

1031.2 POLICY

The Blue Ridge Fire District will address occupational diseases, mental health issues and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (ARS § 23-901 et seq.).

1031.3 RESPONSIBILITIES

1031.3.1 MEMBER RESPONSIBILITIES

A member sustaining any occupational disease or work-related injury shall report such event to a supervisor as soon as practicable, but within 24 hours, and shall seek medical care when appropriate.

1031.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate and should notify the Captain of the reported occupational disease or work-related injury.

Supervisors shall ensure that required workers' compensation documents regarding the occupational disease or work-related injury are completed and forwarded to the Captain promptly. Any related Districtwide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Line-of-Duty Death and Serious Injury Notification and the Illness and Injury Prevention Program policies apply and take additional action as required.

1031.3.3 CAPTAIN RESPONSIBILITIES

The Captain who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, the District's risk management entity and the Administration Fire Chief to ensure any required Arizona Division of Occupational Safety and Health (ADOSH)

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reporting is completed as required in the Illness and Injury Prevention Plan identified in the Illness and Injury Prevention Program Policy.

1031.3.4 FIRE CHIEF RESPONSIBILITIES

The Fire Chief shall review and file copies of the report and related documents which shall be retained by the District in the member's confidential medical file.

1031.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate supervisor through the chain of command and a copy sent to the Fire Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1031.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1031.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation is not affected.