


SOG# 502-4	Standard Operating Guideline	Safety		
	<p style="text-align: center;"><b>Cumberland Road Fire Department Inc.</b></p> <p style="text-align: center;">Reporting Accidents and Injuries</p>	Approved By Kenneth E. Hall		
		<table border="1"> <tr> <td>Effective Date</td> <td>Revised Date</td> </tr> <tr> <td>July 22, 1991</td> <td>March 10, 2016</td> </tr> </table>	Effective Date	Revised Date
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**PURPOSE:**

This standard specifies requirements for reporting accidents, injuries, exposures and illnesses, used by the Cumberland Road Fire Department Inc., with the provisions of the North Carolina Worker's Compensation Act and the department's insurance carriers.

The purpose of this standard is to insure that all necessary medical, surgical, hospital treatment, and rehabilitation services are provided to those employees who may be come injured, ill, or exposed to blood borne pathogens while in to the line of duty.

The Cumberland Road Fire Department Inc. employee accident report form is designed to aid in accident investigation, and provide the necessary information for reporting / filing a claim with the department's insurance carrier.

Initial accident investigation at the scene will contribute greatly to identification of accident causes and may discourage false claims. All accidents should be reported even if the employee does not see a physician, reporting every accident is our only means of knowing our exposure to hazards.

**DEFINITIONS:**

- EMPLOYER - Cumberland Road Fire Department Inc.
- EMPLOYEES - A l l paid or volunteer personnel of the Cumberland Road Fire Department Inc.


**PROCEDURES :**

It shall be the responsibility of the employee to report all accidents, injuries, exposures and illnesses, to the on duty Shift Captain as soon as possible after the occurrence.

It shall be the responsibility of the on duty Shift Captain to ensure that proper care is provided to the injured employee, complete the Cumberland Road Fire Department Inc. accident report form immediately after the accident occurrence, and notify the Duty Chief.

It shall be the responsibly of the Fire Chief's designee to review the accident report and ensure that an accurate description of the accident has been reported, and notify the department's insurance carrier (Key Risk).

All accidents, injuries, exposures and illnesses shall be reported to the department's insurance carrier as soon as all information has been obtained, but in no case later than 72 hours after the accident.

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The employee shall within (7) seven days of the accident, injury, exposure or illness, forward a written report to the Fire Chief. The report shall give an accurate description if the accident, given dates, times and treatment received (etc.)

It shall be the responsibility of the employee will keep the Administrative staff up to date on his/her recovery progress.