

# Injury Reporting/Alternate Duty

## CHAPTER 5.4

**Issued: January 2010**

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**Submitted by: Health & Safety**

**Approved: Chief of Fire Rescue**

### **Provisions**

This program is established to ensure appropriate notifications and treatment of injuries and exposures to personnel on duty and to accommodate employee's work related illness/injuries by providing alternate duty assignments in accordance with the requirements of the Alachua County Board of County Commissioners Employee Policy.

### **Intent**

To describe the procedure for reporting an injury and assigning temporary alternate duty to employees injured either on the job, off the job, or who become ill as a result of a job-related exposure.

### **Procedure**

Reporting of injuries will comply with existing Alachua County Employee Policy requirements. In addition, ACFR personnel will:

1. Notify their immediate supervisor after the injury has occurred. The Company Officer will advise the District Chief.
2. The District Chief will immediately notify the Health/Safety Officer and Risk Management of the time of the injury or exposure. This applies to all injuries whether or not there is lost time or treatment at a medical facility.
3. If the situation is non-emergent, Risk Management must be contacted prior to the employee receiving outside medical treatment.
4. Treatment will be provided as necessary at an approved facility. Alachua County Health & Wellness Center (Primary), or Emergency Physicians Medical Center (Secondary) will be used unless treatment is required at an emergency room due to the nature of injury and/or time of occurrence. If the injury is a significant exposure other direction may be given for treatment.
5. The immediate supervisor shall complete the supervisor's Incident/Accident Investigation Report and the Department Situation Form for all injuries. The completed paperwork must be submitted prior to the end of the shift.

Temporary alternate duty assignments are intended to provide employees who have sustained an occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with the opportunity of returning to work. The

duty, if available and \*approved by the Deputy Chief or his designee, will accommodate the needs of Alachua County Fire Rescue and the employee's temporary medical limitations respectively.

*\*Request for Alternate Duty Application From* located on fire-net.

Fire Rescue personnel who are injured in the line of duty or who become ill as a result of exposure on the job will follow the following guidelines:

1. Upon release to alternate duty from the authorized Worker's Compensation physician (or private physician if not a duty related injury/illness), the employee shall immediately report to the Health/Safety Officer. A release to alternate duty status means that the employee is no longer being paid under Workers Compensation Coverage and is released to light or alternate duty status with restrictions as noted by the employee's physician.
  - a. Personnel shall present the approved [Alternate Duty Application](#) form prior to beginning alternate duty.
  - b. Personnel assigned to alternate duty must work a minimum of 40 hours per week (pay period). See Employee Policy 5.23 & 5.24.
  - c. Personnel will report to the Deputy Chief or designee at headquarters the morning immediately following their release to limited duty.
  - d. Personnel assigned to alternate duty will have appropriate leave approved to attend injury related appointments and/or therapy. Therapy should be scheduled on a standardized basis and be either early in the morning or the last part of the day.
  - e. Time off for work related and non-work related personal leave will be limited to actual duration of the appointment and travel time. When early or late appointment is not possible, the employee must report to alternate duty assignment appointment or take annual leave time for additional time off.
  - f. Personnel assigned to alternate duty must make contact with the Payroll Supervisor to ensure all appropriate paperwork is explained and completed.
  - g. Personnel who desire to take leave time (sick, annual, etc.) will be charged the number of time units per hour, commensurate with their normal work hours.
2. The following procedures will be followed when reporting for alternate duty:
  - a. Employees must complete a 40 hour payroll sheet at the completion of each week and present to the Payroll supervisor.
  - b. Doctors and therapy appointment schedules will be given to the Health/Safety Officer for tracking purposes.
  - c. When reporting to duty after a doctor's/therapy appointment, the employee must provide a doctor's report to the Health/Safety Officer.

- d. Personnel on alternate duty will make contact (speak with or visit, **no messages**) with the Health/Safety Officer, at a minimum, each Monday and Thursday morning, between 0730 – 0830.
- e. Requests for personal leave while assigned to alternate duty shall be made to the Deputy Chief or designee.
- f. Once signed by the Health/Safety Officer all leave requests will be processed in the same manner as field personnel.
- g. If the Health/Safety Officer is on leave, employees will report to the Health/Safety Officer's designee.

Click on the links below to view Risk Management's Procedures and the form used to report incident and accidents.

[Workers Compensation Injury Reporting Procedures](#)