

# **Departmental Reporting**

## **CHAPTER 7.15**

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**Submitted by: SOP Review Team**

**Approved by: Health & Safety Officer**

### **General Requirements**

The Health & Safety Officer shall investigate all reported incidents/accidents involving apparatus, property, and/or personnel injury.

All reports shall be submitted to HQ prior to the end of your shift in which the accident/ incident occurred.

Original reports shall be forwarded to the Office of Risk Management. Appropriate copies shall be distributed to the Health & Safety Officer and Fleet Management.

All vehicular accidents shall be investigated by the LEA authority having jurisdiction, (except those that involve the same jurisdiction).

Medical treatment shall be rendered at the County designated medical care facility. In emergency situations, the patient shall be taken to the closest and appropriate medical care facility.

### **Notifications**

Employee is responsible for IMMEDIATELY notifying their supervisor when an incident, accident, or injury occurs involving Department personnel, property, vehicle, or public liability.

Employee is responsible for contacting the Health and Safety Officer during normal business hours, immediately following any loss of time incident and or alternate duty assignment. to request light duty form to be submitted.

The Duty District Chief is responsible to ensure that the following notifications are made in a timely fashion:

Professional Standards and the Health & Safety Officer (immediately): Vehicular crash involving Department apparatus; Injury or hospitalization of Department personnel; Public Liability incident.

Notifications per the Alachua County Office of Risk Management protocol.

Payroll (during/beginning of workday): Incident/injury resulting in any change of work status of an employee.

Department Health & Safety Officer: Exposure Incident, employee injury.

## **Reporting Injury /Seeking Outside Medical Attention**

Initiate/obtain medical treatment. Complete Supervisor's Incident/Accident Report.. Make appropriate notifications. Completed forms are forwarded to Health/Safety Officer, Assistant Chief Professional Standards, Supervisor maintains custody of employee until drug test is complete and employee returned to duty station (if applicable).

Completed original forms are forwarded to Professional Standards Branch @ HQ. Then originals to Risk Management and copies forwarded to Professional Standards. Health/Safety Officer.

## **Hazardous Materials Exposure**

Should an on-duty employee become exposed to a hazardous material through inhalation, direct contact, ingestion or injection, she/he shall follow the guidelines outlined below:

- Immediately perform the proper decontamination procedures as may be necessary to remove contaminants.
- Allow required emergency medical treatment to be performed.

## **Supervisor's Responsibilities**

If other than the District Chief, the Supervisor in Charge shall ensure that the appropriate District Chief has been notified of the incident

The Supervisor in Charge of the scene will complete the Hazardous Materials Incident Exposure Record-

The District Chief will notify the Health/Safety Officer of the incident and complete all notification/paperwork as required for an employee injury.

## **The Health/Safety Officer Responsibilities**

Ensure that all appropriate medical treatment has been offered to the employee.

Interview all involved with the incident and complete their report for the Chief of the Department's review.

Review incident with Risk Management and the Department's Safety Committee to discuss recommendations.

Any questions with regard to immediate treatment should be referred to the Medical Command at the receiving Hospital.

## **License Agreement**

A License Agreement (LA), or hold harmless, will be completed prior to the Department conducting any type of training on privately owned property.

Information concerning the property owner, property description, type of training to be conducted will be forwarded to Professional Standards.

Professional Standards will complete the LA.

The completed LA will be forwarded to the property owner for signatures and returned to Professional Standards.

Professional Standards will forward the LA to the County Manager's Office for the appropriate signatures

## **General Reports and Forms**

### **Uniform/Safety Ensemble Form (#001)**

Completed when requesting any of the items identified on the Form. Level of authority is the District Chief. It is critical that the completed form be thoroughly communicated.

### **Station Repair and Maintenance Form (#002)**

Completed for any/all Station repair or maintenance requests. Level of authority is dependent on the type of request (see form). Routine maintenance is handled by the Station Supervisor. Repair items (appliances, station, etc...) are at the District Chief level. All modifications (removal or addition of walls, changes of structures, etc...) are at the Deputy Chief level. It is critical that the completed form be thoroughly communicated.

### **Observer Release Form (#003)**

Completed anytime a non-county person (excluding occupational students) rides on any apparatus. It is critical that the completed form be thoroughly communicated.

### **District Chief Shift Activity Reort (#004)**

Completed by the District Chief (permanent or acting) for each shift. It is critical that the completed form be thoroughly communicated.

### **Duty Assignment/Reassignment Request (#005)**

Completed anytime an individual requests a change in station or shift assignment. The processing of the request and level of approval is dependent on the desired duty change (see instructions).It is critical that the completed form be thoroughly communicated.

### **Trade Time Report (#007)**

Completed for any request to trade time with another individual. It is critical that the completed form be thoroughly communicated.

### **Situation Report (#008)**

Completed on situations such as but not limited to: breakdown, out of service, contamination; patient complaints; loss of equipment; failure of equipment, **failure of equipment or apparatus during patient care**; etc... The situation report provides documentation for a situation that may not have a specific resolution.

### **Vehicle Repair/Maintenance Form**

This form shall be completed any time an ACFR vehicle is sent in for repair or maintenance. Fleet will leave this form in vehicle for purposes of crew review when vehicle is picked up. Forms are available at Fleet.

Operational companies will report apparatus to be left at Fleet for more than a couple hours to the VSB message center.

### **Incident/Accident Investigation Report**

Completed for all accidents, significant property damage and injury to employee, injury to patient, including vehicular. Completed by immediate supervisor and confirmed by Chief Officer. Follow the Alachua County Risk Management Reporting Procedures and forward original forms to Professional Standards Health/Safety Officer at HQ via Department mail.