



Approved:
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Subject:

870. Occupational Disease and Work-Related Injuries

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870.1: PURPOSE AND SCOPE

This policy provides guidance regarding the timely reporting of occupational diseases, mental health issues, and work-related injuries.

870.1.1: DEFINITIONS

Occupational Disease or Work-Related Injury – An accidental injury or any disease or infection arising out of and in the course of employment that requires medical services or results in disability or death. The occupational disease (including a mental disorder) must be caused by substances or activities to which the member would not ordinarily be subjected or exposed except during employment with the Albany Police Department ([ORS 656.005\(7\)](#); [ORS 656.802](#)).

870.2: POLICY

It is the policy of the Albany Police Department to address occupational diseases, mental health issues and work-related injuries appropriately, and to comply with applicable state workers' compensation requirements ([ORS 656.001 et seq.](#)).

870.3: RESPONSIBILITIES

The following subsections describe the responsibilities of various positions within the department related to work-related injuries, occupational diseases, and mental health issues.

870.3.1: MEMBER RESPONSIBILITIES

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

870.3.2: SUPERVISOR RESPONSIBILITIES

- a. A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate. The supervisor shall provide every injured member with a [Safety Incident Report](#) immediately upon the request of the member or their attorney, or upon receiving notice or knowledge of an accident which may involve a compensable injury ([ORS 656.265](#); [OAR 436-](#)

[060-0010](#)) and shall ensure that the injured member seeks medical care. The supervisor shall also ensure that members who report work-related injuries or occupational diseases follow the process outlined in [City of Albany: Policy HR-SF-03-001](#).

- b. If the injured employee requires medical treatment or time off due to injury, the employee shall complete a [SAIF 801 Form](#).
- c. Supervisors shall determine whether the [Major Incident Notification: Policy 292](#) and/or [Illness and Injury Prevention: Policy 860](#) apply and take additional action as required.

870.3.3: DIVISION CAPTAIN RESPONSIBILITIES

- a. The Division 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 Department Human Resources liaison to ensure any required Oregon Occupational Safety and Health Administration (OR-OSHA) reporting is made as required in the injury and illness prevention plan identified in the Illness and Injury Prevention: Policy 860.
- b. Claims shall be reported to the department's insurer no later than five days after notice or knowledge of any claim or accident that may result in a compensable injury (OAR 436-060-0010(3)).

870.3.4: CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or designee shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

870.4: OTHER DISEASE OR INJURY

- a. 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 Division Captain through the chain of command.
- b. 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.

870.5: 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.

870.5.1: 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 Chief of Police 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 Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City 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 City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.