

ACCIDENT AND INJURY REVIEW

Page Number: Effective Date:

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04/01/2011

Supersedes Editions:

04/01/2007, 01/01/1997, 01/01/1988, 01/01/2006

Purpose: *To promote a safe working environment by investigation of accidents and injuries to determine if preventative measures are appropriate.*

Procedure:

1. Whenever a member of the fire department suffers an injury that causes him or her to seek medical attention, or causes at least one day of restricted activity immediately following the injury, the circumstances surrounding the injury shall be investigated by the fire department safety committee. The fire department duty officer, fire chief and safety officer shall be notified of the injury as soon as practical after it occurs.
2. Whenever a member of the fire department is involved in a traffic accident while responding to an incident while using red lights and siren, the circumstances surrounding the accident shall be investigated by the fire department safety committee. The fire department duty officer, fire chief and safety officer shall be notified of the accident as soon as practical after it occurs.
3. Whenever a fire department vehicle is involved in an accident, the circumstances surrounding the accident shall be investigated by the fire department committee. The fire department duty officer, fire chief and safety officer shall be notified of the accident as soon as practical after it occurs.
4. Whenever any of the above mentioned incidents occur, the applicable documentation located in the safety binders at each station shall be immediately completed. This paperwork includes the statements of witnesses as well as any required drawings or diagrams. The on duty shift chief shall ensure this paperwork is completed and forwarded to appropriate persons.
5. When the duty officer has been notified of any of the above events, the duty officer shall promptly confirm that the fire chief, safety officer and the Fire Marshal have been notified. The fire chief, safety officer or Fire Marshal may wish to respond to the scene to gather information or observe conditions.
6. The fire chief or safety officer may also direct the review of any "near-miss" incidents. An example of a "near-miss" incident would be a situation that nearly results in an accident or injury and such review may be helpful in preventing an occurrence of an accident or injury.
7. The fire department safety committee shall consist of the department safety officer and the safety sergeant along with the following members: One career officer, one volunteer officer, one career firefighter, the health and wellness officer, and one member of the training bureau for a total of seven (7) members. All members of the accident review committee shall have not less than two (2) years of fire department service. There shall be at least four (4) committee members present when conducting reviews. The deputy fire chief may also be present as a committee member.
8. The safety officer shall select the members of the fire department safety committee so that impartiality is maintained, and shall schedule the meeting promptly after all information is available, such as photographs, police reports.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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9. The meeting of the safety committee shall be a closed meeting. Any member of the fire department who is a witness to the incident, shall give his or her statement if requested by the committee. No two witnesses shall be present at the same time to avoid confusion in the meeting.
10. After reviewing the statements of all involved along with any other information, the committee shall discuss the facts and shall determine if any fire department rules, standard operating procedures or other policies were unjustifiably violated, as well as if the incident was reasonably preventable.
11. The fire department safety committee may recommend changes in rules, procedures, or additional training if such is warranted from their review.
12. Upon completion of the review, the safety officer shall submit a copy of the incident report and fire department safety committee findings along with any other recommendations to the fire chief.
13. If the chief has reason to believe that disciplinary action is warranted, he shall initiate such proceedings.
14. If the training officer has been advised that additional training is necessary or that changes to the training practices are indicated, he/she shall implement such changes as soon as practical.
15. Except when disciplinary action is recommended, the safety officer shall take appropriate actions to inform members of the department of the committee's findings. The safety committee shall notify the affected member if the incident was determined to be avoidable and that individual will not be eligible for the annual safety award.
16. Unless approved by the fire chief, all accident and injury reviews shall be conducted within two (2) weeks of occurrence.

Note: The Fire District's Alcohol and Drug Free Workplace Policy relates to accidents and injuries.