

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 703

### **Accident, Injury and Property Loss Reporting**

Effective Date: October 1, 2017

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Revision Date: Nov. 28, 2017

Forms: FRF 901

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## **PURPOSE**

This operating procedure has been developed to provide employees, volunteers, and supervisors with guidance in reporting job related injuries/illnesses, vehicle accidents, and property damage utilizing the IndustrySafe database.

## **SCOPE**

This procedure pertains to all Fauquier County Fire Rescue employees and volunteers. Throughout his policy, the term employee shall be interpreted to include volunteers.

## **PROCEDURE**

It is the responsibility of the employee to report any injury/illness, vehicle accident, or property damage incurred while performing their official duties. The reporting of such incidents shall be done immediately or as soon as practical to their immediate supervisor.

DO NOT delay medical treatment if necessary. If you believe there was a risk of exposure follow exposure control plan and contact Exposure Control Officer.

**A. Employee:** After the supervisor is notified, the employee and supervisor (together if possible) will access the Industry Safe reporting database via the public web form: [www.industrysafe.com/fauquierco/incidents](http://www.industrysafe.com/fauquierco/incidents)

1. The employee shall fill out the basic information module and attach any information such as photos, memos, etc. Be accurate and descriptive with information. If a selection is unavailable or not applicable, select N/A and place pertinent information in description field or additional remarks field.
2. Once the modules are completed, the employee/supervisor shall mark report as "In progress" under the incident analysis tab.
3. If an injury occurred, ensure the **Company Nurse Injury Hotline** (1-888-770-0925) is contacted with supervisor. Company Nurse accounts are identified as:

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

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- a. Career staff – V030
- b. Volunteer – V030V

4. If seeking medical treatment, take a FRF901 for the treating physician to complete. Completed FRF901 forms are to be turned in to the on-duty battalion chief and forwarded to the Assistant Chief, or in the case of volunteer members, turned in to the Chief of their department.

**B. Supervisor:** The supervisor shall make every attempt to complete Industry Safe reporting in the presence of the employee.

1. The supervisor will fill out the investigation form if an injury/illness or vehicle accident is involved. A supervisor description of the incident is required on these incidents.
2. Once complete and the report is marked as “In progress” under incident analysis tab, the report will be sent to the battalion chief email group for review once the report is saved.

**C. Battalion Chief:** The battalion chief is responsible for reviewing and correcting reports after they have been marked as “In progress.”

1. The battalion chief on duty/responsible during the date the incident occurred shall log in as soon as possible and review the submitted report via [www.industrysafe.com](http://www.industrysafe.com). If the battalion chief is the initial reporting party, they shall login to report rather than utilize the public web form.
2. The battalion chief investigation form will need to be filled out for all vehicle accidents.
3. Attach any necessary documents or pictures.
4. Once all forms and fields are populated and reviewed, the responsible battalion chief shall mark the report as “Ready for approval” (located on the last page). This will send the report to the assistant chief for approval once the report is saved.

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**D. Administration:** Once a report is marked “complete” by the assistant chief, it may not be updated or added to without an administrator unlocking it. Reports should be updated with pertinent information as it becomes available (actual property damage value, days away from work, witness statements, treatment facilities, etc.).

1. The assistant chief shall send the report as needed to responsible parties for repair or notification:
  - a. Risk Management – Injuries, accidents, property damage
  - b. Fleet Maintenance – accidents, vehicle damage involving county maintained vehicles
  - c. Volunteer Chief – Injuries, accidents, property damage involving volunteers and volunteer owned vehicles
  - d. Volunteer Fire Rescue Association President - Injuries, accidents, property damage involving volunteers and volunteer owned vehicles
  - e. Logistics - Damage to radios and SCBA
  - f. Administrative staff – as needed if not covered above

**E. Database Administrator:** The database administrator is charged with updating reports with supplemental after the completion of the report.