

SUBJECT: INJURY**SECTION:** 103.09**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To familiarize all members with the procedures necessary to report injuries while involved in fire department activities.

PROCEDURE

- A. All members injured while on duty shall be cared for in the best possible manner and transported to the hospital or doctor's office if necessary.
- B. Members who use their own physician shall be subject to an examination by the fire department medical provider if the Fire Chief deems such examination necessary to determine if the member may return to work.

RESPONSIBILITY

- A. All members are responsible for notifying the officer in charge of any injury they sustain while engaged in a fire department activity as soon as possible and completing a City of Reading Incident Report form.
- B. All members are responsible to complete and submit a Workmen's Compensation claim when necessary.
- C. Members are responsible to report any injury incurred off duty that will keep members from fulfilling their duties as a member of the Reading Fire Department to the Fire Chief as soon as possible.
- D. Unit commanders are responsible for entering incidents occurring into day log and for filling out state casualty reports if necessary and to report members injured to the Fire Chief.
- E. The Fire Chief is responsible for assisting members to obtain necessary claim forms and having the injured member examined by the fire department medical officer before returning to duty if necessary.