

1994

POLICIES

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1. 2 - 94 ON-DUTY INJURY PROCEDURES



MICHAEL J. YENNI
PARISH PRESIDENT

JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

August 1, 1994

TO: OFFICERS AND MEMBERS, EAST BANK CONSOLIDATED
FIRE DEPARTMENT

FROM: SUPERINTENDENT DONALD T. BOCK

SUBJECT: ON DUTY INJURY PROCEDURES

EFFECTIVE DATE: IMMEDIATELY

EXPIRATION DATE: NONE

POLICY: 2 - 94

JEFFERSON PARISH FIRE DEPARTMENT ON DUTY INJURY PROCEDURES

I. POLICY

It the policy of this Department to encourage all employees to seek medical attention when illnesses or injuries occur while on duty.

II. DEPARTMENTS AFFECTED

All East Bank Consolidated Fire Department Personnel

III. REPORTING ACCIDENTS AND INJURIES

- A. All accidents and injuries shall be reported to the respective District Chief IMMEDIATELY by Senior Officer.
- B. Safety Officer shall be notified by the respective District Chief of accident or injury IMMEDIATELY.
- C. Jefferson Parish Drug and Alcohol policy shall be adhered to where applicable.
- D. Jefferson Parish Incident Report shall be completed along with Supervisor's Report within 24 hours of

incident in accordance with Jefferson Parish policy.

- E. All reports shall be sent to the attention of the Fire Safety Officer within 24 hours of incident in accordance with Jefferson Parish policy.

District Chiefs shall NOTIFY Assistant Chief on all incidents.

IV. REPORTING MINOR INJURY: Seeking Medical Attention

- A. District Chief shall be notified IMMEDIATELY by Senior Officer.
- B. Fire Safety Officer shall be notified IMMEDIATELY by District Chief.
- C. Jefferson Parish Drug and Alcohol policy shall be adhered to where applicable.
- D. Jefferson Parish Incident Report shall be completed along with Supervisor's Report within 24 hours of incident in accordance with Jefferson Parish policy.
- F. All reports shall be sent to the attention of the Fire Safety Officer within 24 hours in accordance with Jefferson Parish policy.

District Chiefs shall NOTIFY Assistant Chief on all incidents.

V. REPORTING MINOR INJURY: Without Medical Attention

- A. District Chief shall be notified IMMEDIATELY.
- B. Safety Officer shall be notified IMMEDIATELY by District Chief.
- C. Jefferson Parish Drug and Alcohol policy shall be adhered to where applicable.
- D. Jefferson Parish Incident and Supervisor's Report shall be completed within 24 hours in accordance with Jefferson Parish policy.
- E. All reports shall be sent to the attention of the Fire Safety Officer within 24 hours in accordance with Jefferson Parish policy.

District Chiefs shall NOTIFY Assistant Chief on all incidents.

VI. REPORTING INJURY: LIFE THREATENING OR SEVERE

- A. Seek Medical Attention IMMEDIATELY.
- B. Senior Officer shall notify District Chief IMMEDIATELY.
- C. District Chief shall notify Safety Officer IMMEDIATELY.
- D. Jefferson Parish Drug and Alcohol policy shall be adhered to where applicable.
- E. Jefferson Parish Incident and Supervisor's Report shall be completed within 24 hours in accordance with Jefferson Parish policy.
- F. All reports shall be sent to the attention of the Fire Safety Officer within 24 hours in accordance with Jefferson Parish policy.

District Chiefs shall NOTIFY Assistant Chief on all incidents.

VII. REPORTING OF ACCIDENTS

- A. Seek Medical Attention for injured IMMEDIATELY.
- B. Senior Officer shall notify District Chief IMMEDIATELY.
- C. District Chief shall notify Safety Officer IMMEDIATELY.
- D. Safety Officer shall notify Public Information Officer.
- E. If parish vehicle is involved, the Captain or the officer in charge shall notify Police, J.P.S.O., State etc.
- F. If parish vehicle is involved, the Safety Officer shall notify J.P.S.O. Crime unit for pictures; if not available contact J.P. ARSON.
- G. Jefferson Parish Drug and Alcohol policy shall be adhered to where applicable.
- H. Jefferson Parish Incident and Supervisor's Report shall be completed within 24 hours in accordance with Jefferson Parish policy and forwarded to the attention of the Fire Safety Officer.

NOTE: On ALL incidents where drug screening is done, the copy that the employee receives from the collector shall be placed in an envelope. The employee shall be instructed

to keep this copy for his own records. THIS COPY IS NOT TO BE SENT TO THE OFFICE.

Any employee who is injured on duty shall obtain a release from the PARISH NURSE and/or PARISH DOCTOR as directed by the Superintendent of Fire or his designee before being allowed to return to duty. (NO EXCEPTIONS)

It shall be the responsibility of the employee to make arrangements in advance, when scheduling the medical examination through the office of the PARISH NURSE and/or DOCTOR. Advance scheduling that addresses the regular weekday Doctor's Clinic working hours will avoid problems for personnel attempting to return to work after an on duty injury. This procedure directly addresses foreseeable problem areas that could have developed, if an employee, without realizing it, attempted a return to work on a holiday or weekend without a release from the PARISH NURSE and/or PARISH DOCTOR.

The employee will be entitled to compensation under the State workman compensation laws. Personnel Rules, Rule X, Section 3.9.

If for any reason the Safety Officer is unavailable, the Administrative Assistant shall be NOTIFIED and assume the Safety Officer's duties with respect to this policy.

District Chiefs shall NOTIFY Assistant Chief on all incidents.