



ANN ARBOR FIRE DEPARTMENT



Standard Operating Procedures

2.08 Occupational Injury and Incident Reporting

OCCUPATIONAL INJURY AND INCIDENT REPORTING

Effective: August 20, 2021
Scheduled Review: August 20, 2024
Approved: Fire Chief Mike Kennedy

I. PURPOSE

This procedure provides a process for occupational injury and / or incident reporting.

II. POLICY

The City of Ann Arbor has a responsibility to track and report all occupational injuries along with ensuring investigation. The intent of reporting and investigation is to reduce the frequency and severity of future injuries and incidents while ensuring appropriate administrative follow-up.

III. REPORTING TIMEFRAME

Employees are required to report an occupational injury and /or incident as soon as possible to their immediate supervisor. All occupational injuries and /or incidents shall be reported prior to the end of the employee's shift. Following medical care, all forms shall be completed prior to the employee leaving the worksite. Exception to the timeline of form completion may be made based on the severity of injury.

Supervisors shall ensure that occupational injury and incident reporting occur as soon as reasonably feasible following the occurrence. All occupational injury and incident shall be reported prior to the end of the supervisor's shift. All forms shall also be completed by to the end of the supervisor's shift.

IV. OCCUPATIONAL INJURY REPORTING SEQUENCE

- A. Injury occurs.
- B. Seek medical attention if required.
- C. Employee reports injury to immediate supervisor.
- D. Supervisor completes [Injury Report Form](#) and submits to respective senior supervisor / manager (on-duty battalion chief / training officer / fire marshal / master mechanic) for review to verify accuracy and completion.
- E. Senior supervisor / manager shall notify the assistant fire chief of operations of the injury.
- F. The assistant fire chief of operations obtain receipt of the completed Injury Report Form shall initiate a claim within Aclaimant.
- G. The assistant fire chief of operations shall notify via email the fire chief, the HR benefits coordinator supervisor, and the Safety Division manager.
- H. Upon discharge from a health / medical care facility, the involved employee shall bring all documentation to Fire Station 1 to be copied and delivered to the assistant fire chief of operations office.
- I. If applicable, the assistant fire chief of operations may direct the involved senior supervisor / manager to complete an [Incident Investigation Report](#).



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V. VEHICLE INCIDENT REPORTING SEQUENCE

- A. Follow City of Ann Arbor, ["City Vehicle Fleet Safety" Policy 307](#) and
- B. If the vehicle is deemed not operational by the senior supervisor / manager, the respective senior supervisor / manager shall notify the fire chief or designee. The fire chief or designee shall coordinate all arrangements for the proper vehicle recovery methods.
- C. Upon returning to quarters, the immediate supervisor / company officer of the involved vehicle / apparatus shall complete [City of Ann Arbor Driver's Accident Report and Investigation](#) form and submit to their immediate supervisor for accuracy and completion review.
- D. After reviewing the completed City of Ann Arbor Driver's Accident Report and Investigation form for accuracy and completion, the senior supervisor / manager shall electronically forward the report to the assistant fire chief of operations.
- E. If the reported incident / accident involves a law enforcement report, the assistant fire chief of operations shall be responsible to obtain a copy.
- F. Upon receipt of the completed report, the assistant fire chief of operations shall initiate a claim within Aclaimant.

VI. EQUIPMENT, ENVIRONMENT OR PROPERTY DAMAGE REPORTING SEQUENCE

- A. Employee reports incident to immediate supervisor.
- B. Immediate supervisor completes the [Incident Investigation Report](#) that includes photographs at the incident location and submits to respective senior supervisor / manager (on-duty battalion chief / training officer / fire marshal / master mechanic) for review to verify accuracy and completion.
- C. Senior supervisor / manager shall notify the assistant fire chief of operations of the incident.
- D. The assistant fire chief of operations obtain receipt of the completed Injury Report Form shall initiate a claim within Aclaimant.