



ANN ARBOR FIRE DEPARTMENT



Standard Operating Procedures

2.08 Occupational Injury and Incident Reporting

OCCUPATIONAL INJURY AND INCIDENT REPORTING

Effective: June 16, 2023
Scheduled Review: June 16, 2026
Approved: Fire Chief Mike Kennedy

I. PURPOSE

This procedure provides a process for occupational injury and / or incident reporting. The number one reason for dispute or denial of a workers compensation claim is a reporting delay.

II. POLICY

We want to ensure employees receive immediate treatment of any occupational injury. Additionally, the City of Ann Arbor has a requirement under the Michigan Occupational Safety and Health Administration (MIOSHA) 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 and the supervisor leaving the worksite. An exception to this timeline may be made based on the severity of injury, e.g., hospitalization.

If in doubt, an injury or possible injury shall be reported and documented. Only the assistant chief of operations or fire chief has the ability to authorize documentation without medical evaluation.

IV. OCCUPATIONAL INJURY REPORTING SEQUENCE

- A. Injury occurs or possible injury is witnessed by or made known to a supervisor.
- B. Ensure medical attention is provided commensurate with severity of injury, e.g., urgent care, hospital. Employee reports injury or possible injury to supervisor, e.g., lieutenant, captain. The lieutenant or captain shall notify the on-duty battalion chief immediately regardless of time of day. For a non-suppression employee, the appropriate supervisor, e.g., fire marshal, logistics officer, or training officer, shall be notified.
- C. Battalion chief shall notify the assistant fire chief of operations of the injury or possible injury. This notification shall occur regardless of time of day. If the assistant fire chief of operations is unavailable, the fire chief shall be notified regardless of time of day.
- D. Employee and supervisor completes [Injury Report Form](#). The location of the completed injury form shall be made known to the battalion chief or assistant fire chief of operations prior to the supervisor leaving the worksite.



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- E. The assistant fire chief of operations will obtain the completed Injury Report Form shall initiate a claim within Aclaimant.
- F. The assistant fire chief of operations shall notify via email the fire chief, the HR benefits coordinator supervisor, and the Safety Unit manager.
- G. Upon discharge from the urgent care or hospital, the involved employee shall bring all documentation to Fire Station 1 to be copied and delivered to the assistant fire chief of operations office.
- H. If applicable, the assistant fire chief of operations may direct the involved senior supervisor / manager to complete an [Accident Incident Report Form](#).

V. VEHICLE INCIDENT REPORTING SEQUENCE

- A. See SOP 2.02 Driver Safety

VI. EQUIPMENT, ENVIRONMENT OR PROPERTY DAMAGE REPORTING SEQUENCE

- A. Employee reports incident to immediate supervisor.
- B. Immediate supervisor completes the [Accident Incident Report Form](#) 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.