



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures

2.08 Occupational Injury and Incident Reporting



OCCUPATIONAL INJURY AND INCIDENT REPORTING

Effective: September 5, 2025
Scheduled Review: September 5, 2028
Approved: Fire Chief Mike Kennedy

I. PURPOSE

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

II. POLICY

The City of Ann Arbor is committed to ensuring employees receive immediate treatment for any occupational injury. In accordance with Michigan Occupational Safety and Health Administration (MIOSHA) requirements, all occupational injuries must be tracked, reported, and investigated. The intent of this policy is to reduce the frequency and severity of 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 required forms must be completed before the employee and supervisor leave the worksite. Exceptions to this timeline may be made based on the severity of the 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. Supervisor ensures the employee receives medical attention appropriate to the severity, e.g., urgent care, hospital. The immediate supervisor must notify the battalion chief immediately, regardless of time of day. For 40-hour employees, the relevant supervisor shall be notified. The battalion chief notifies the assistant fire chief of operations immediately, regardless of time of day. If the assistant chief is unavailable, the fire chief shall be notified. For any injury where the employee cannot return to work, the fire chief shall be notified. 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.
- C. The assistant fire chief of operations will obtain the completed Injury Report Form shall initiate a claim within Aclaimant.
- D. The assistant fire chief of operations shall notify via email the fire chief, the HR benefits coordinator supervisor, and the Safety Unit manager.
- E. 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.



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- F. If applicable, the assistant fire chief of operations may direct the involved supervisor to complete an [Accident Incident Report Form](#).

V. VEHICLE INCIDENT REPORTING SEQUENCE

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 supervisor at battalion chief level to verify accuracy and completion.
- C. Supervisor shall notify the appropriate assistant fire chief of the incident. If the assistant fire chief is unavailable, the fire chief shall be notified regardless of time of day. For any damage where a vehicle is rendered out of service, the fire chief shall be notified.
- D. The assistant fire chief of operations obtain receipt of the completed [Accident Incident Report Form](#) shall initiate a claim within Aclaimant.