



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures

2.08 Occupational Injury and Incident Reporting



OCCUPATIONAL INJURY AND INCIDENT REPORTING

Effective: November 7, 2025
Scheduled Review: November 7, 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.

If in doubt, an injury or possible injury shall be reported and documented. Only an assistant chief or the 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 the day. For 40-hour employees, the relevant supervisor shall be notified.
- C. The battalion chief notifies the AC Hughes immediately, regardless of time of day. If AC Hughes is unavailable, FC Kennedy shall be notified.
- D. AC Hughes will provide AC Tyler notice an employee will be notifying him for injury reporting.
- 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 AC Tyler. AC Tyler will assist the employee with the [Injury Report Form](#). It is understood that the severity of injury may delay this.



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- F. If outside of regular work hours, the employee shall contact AC Tyler after bringing all documentation to Fire Station 1 to be copied and delivered. AC Tyler will coordinate with the employee a time for discussion of the incident along with providing assistance with completion of the [Injury Report Form](#).
- G. AC Tyler will enter the incident information and investigation results into Aclaimant.
- H. FC Kennedy will coordinate with HR benefits light duty accommodations or other return to work provisions.

V. VEHICLE INCIDENT REPORTING SEQUENCE

See 2.02 Apparatus Driving Inspection Accountability

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. The respective supervisor at battalion chief level shall email AC Tyler the completed report form. If AC Tyler is unavailable, notification shall be made to FC Kennedy.
- D. AC Tyler will review initial report and conduct additional inquiries if needed. AC Tyler will enter the incident information and investigation results into Aclaimant.

VII. FOLLOW-UP RECOMMENDATIONS

For both occupational injuries and / or equipment, environment or property incidents, AC Tyler will provide any recommendations to prevent future incidents to AC Hughes and FC Kennedy.