

(Insert Name) Fire Department
OPERATIONAL GUIDELINE

W.C.B. – Injury / Illness / Industrial	O.G.# 1.01.02	Page 1 of 2
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PURPOSE

To establish uniform guidelines regarding the reporting of injuries and/or industrial diseases which are suffered by the fire department personnel in the course of or as a result of their official duties.

SCOPE

The Fire Department personnel.

POLICY

All personnel are responsible to operate in a safe and reasonable manner, utilize and wear protective clothing and safety equipment, in order to avoid injury and/or industrial disease in the course of their duties. Should an injury occur, the procedures in the operational guideline are to be followed.

PROCEDURES

- The Fire Chief or designate shall have the overall responsibility to ensure that their fire personnel abide by the fire department guidelines regarding the wearing of protective clothing and use of all safety gear supplied by the fire department when required.
- All personnel are responsible to report any on duty injury and/or industrial disease they have been exposed to immediately. Should fire suppression personnel be unable to continue their duties as assigned the Fire Chief or Officer in Charge shall alter fire department activities to not place employees/members in jeopardy.
- The Fire Chief or Officer in Charge are responsible to ensure that those personnel who are injured and/or exposed to an industrial disease and who require medical attention receive medical attention promptly.
- The forms of the Workers' Compensation Board of British Columbia shall be the forms used to report injuries and/or industrial disease.
- If the incident requires an investigation the Fire Chief shall notify the Occupational Health and Safety committee or employees/members assigned to investigate such incident. As required under Section 6 of the Workers Compensation Board.

<hr/> Signature of Fire Chief	This O.G. replaces: Issued on:
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- When a employee/member come in contact with a patient having a communicable disease during a department response, the employee/member upon the advise of the medical doctor, shall receive medical treatment at the discretion of the doctor.
- Should immediate inoculation be recommended by the medical doctor prior to the affected personnel being released from duty the employee/member may have his/her own doctor review the situation and then have the medical treatment given at their own medical doctors location.

Form Procedures

- The Fire Chief or designate is responsible to ensure that the Workers Compensation Board form 7 is completed and submitted to the Fire Chief not more than three days from the incident occurrence. The Fire Chief shall list the employee/member responsible to investigate time loss accidents and report to the findings to the Fire Chief.

REFERENCE:

Fire Department Health and Safety Program Manual
Workers Compensation Board of British Columbia

_____ Signature of Fire Chief	This O.G. replaces: Issued on:
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