**12.01.01 INJURY AND ILLNESS REPORTS FOR FIRE FIGHTERS**

**1.0 REFERENCE**

 WAC 296-305-01501

**2.0 POLICY**

**2.1** It is the policy of The XXXXX to provide and operate with the highest possible levels of Health and Safety for its members. Our primary considerations are the prevention and reduction of accidents, injuries, and occupational illnesses and the Policies apply to all our members and other persons who may be involved in XXXXX activities.

**2.2** Employees must report work-related injuries or illnesses to report the injury or illness to the XXXXX before the end of his/her duty period but not later than twenty-four hours after the incident.

**2.2.1** Exception: In the event that symptoms of an occupational injury or illness are not apparent at the time of the incident, the member/employee shall report the symptoms to VARIABLE within forty-eight hours after becoming aware of the injury or illness.

**2.3** Within eight hours after the fatality or probable fatality of any firefighter or employee from a work-related incident or the inpatient hospitalization, hospitalizations, loss of eye, and non-admitted amputations of any employee as a result of a work-related incident, the employer of any employees so affected, shall orally report the fatality/hospitalization by telephone 1-800-423-7233 (1-800-4BESAFE) or in person, to the nearest office of the department.

**2.3.1** Policy 2.3 applies to each such fatality or hospitalization of two or more employees which occurs within thirty days of the incident.

**2.3.2** Exception: If The XXXXX does not learn of a reportable incident at the time it occurs and the incident would otherwise be reportable under subsection 2.3.1, a report shall be made within eight hours of the time the incident is reported to a member/employee of our department.

**2.3.3** Each report shall relate the following information:

**2.3.3.1** Location of the incident

**2.2.3.2** Time of the incident

**2.3.3.3** Number of fatalities or hospitalized members/employees,

**2.3.3.4** Contact person

**2.3.3.5** Phone number, and

**2.3.3.6** A brief description of the incident.

**2.4** The XXXXX shall maintain records of occupational injuries and illnesses. Reportable cases include every occupational death, every occupational illness, or each injury that involves one of the following:

1. unconsciousness,
2. inability to perform all phases of regular duty-related assignment,
3. inability to work full time on duty,
4. temporary assignment, or
5. medical treatment beyond first-aid.

**2.5** The XXXXX shall record occupational injury and illnesses on OSHA 300 Log of Work-related Injuries and illnesses and OSHA 300A Summary of Work-Related Injuries and Illnesses

**2.6** The XXXXX shall post an annual summary of occupational injuries and illnesses on each stations Health and Safety bulletin board. This summary shall consist of a copy of the year's totals from the Form OSHA 300A and the following information from that form: Calendar year covered, company name, establishment name, establishment address, certification signature, title, and date. The summary shall be completed April 30th.

**3.0 DEFINITIONS**

**4.0 RESPONSIBILITY**

**4.1** The Health and Safety Officer will ensure the reporting and recording-keeping of Injury and Illnesses.

**4.2** All members will comply with injury and illness protocols

**5.0 GUIDELINES**

**5.1** Where satellite stations maintain injury and illness reports the records shall be current within forty five days. Where a central office maintains injury and illness reports, the records shall be current within six days