


<b>Campbell County Fire Department</b> <b>Procedure</b>		
Safety & PPE	Incidents, Accidents And Injuries	 203.01

**PURPOSE:**

To provide fair and consistent procedures for all Campbell County Fire Department (CCFD) personnel when a vehicle is involved in a motor vehicle incident or accident or when injuries occur.

**SCOPE:**

This procedure applies to all members and employees of the Campbell County Fire Department (CCFD) organization.


**DEFINITIONS:**

- A. Incident: An occurrence involving a CCFD vehicle that causes minor vehicle damage with no involvement with another person. Incident must be reported to CCFD officers per the chain of command, and an accident report must be completed. The CCFD engineer/driver involved in the incident will not be allowed to operate any fire department vehicles until a report is completed, submitted and the driver involved in the incident has been advised by a fire department Chief Officer that he/she has been approved to drive.
  
- B. Accident: An occurrence involving a CCFD vehicle that causes damage to another vehicle or property and/or the involvement of another person (even if the accident did not result in an injury). Accidents must be reported to CCFD officers per the chain of command. The vehicle driver is required to complete and submit an accident report and is prohibited from driving any CCFD vehicle until he/she has been advised by the fire department Chief Officer that he/she has been approved to drive.
  
- C. Injuries: An occurrence resulting in injuries caused from an accident or incident whether in a vehicle, on Fire Department property, responding to an incident or while working on duty.

**PROCEDURE:**

- A. In the event of an accident:
  - a. Stop the vehicle at or near the accident scene utilizing appropriate safety procedures.
  
  - b. Immediately call law enforcement and/or 911 if emergency assistance is needed. In the absence of a law enforcement report and/or if someone leaves the accident scene, obtain the names, telephone numbers, and addresses of all witnesses and persons involved in the accident.

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- c. Contact a supervisor so he/she or another CCFD representative may respond to the accident scene.
  - d. Give aid to any injured person(s) while waiting for the EMS personnel to arrive. Do not move an injured person unless there is immediate danger.
  - e. Obtain the name, address, and phone number of injured person(s) and witness(es) if possible.
  - f. Exchange vehicle identification, insurance company name, and insurance policy numbers with the other driver(s).
  - g. Do not admit negligence or liability.
  - h. Do not attempt settlement regardless of how minor.
  - i. Take a picture of the accident scene if possible.
  - j. Complete a Fire Department Accident Report and submit it to immediate supervisor who will forward to the Fire Chief, Comptroller, and Safety Committee Chair within 24 hours.
- B. CCFD personnel involved in an Accident must follow above procedure in addition to the following:
- a. In the occurrence of any accident, a supervisor must escort the operator of the vehicle to a testing facility to undergo drug tests immediately after being released by law enforcement from the scene when the following criteria exists:
    - i. A vehicle accident if the CCFD vehicle has to be towed or removed from service.
    - ii. If there is serious injury or death to any of the people involved in the accident.
    - iii. Damage to privately owned vehicles or private property.
    - iv. If aggregate damage to Fire Department property, and/or Fire Department vehicle(s) exceeds:
      - \$1,000.00 when fire apparatus or Fire department vehicles are involved.
      - \$500.00 when other Fire Department vehicles (i.e. staff, command staff, or shop vehicles) are involved.
    - v. If Fire Department driver is cited for a moving violation.

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- b. If the operator of vehicle believes the accident was caused due to a faulty Fire Department vehicle, the vehicle must be taken to an independent outside agency where an inspection of the vehicle will be performed.
  - c. Disciplinary action may be warranted by a Chief Officer upon review of the circumstances of the accident or incident.
- C. Personnel Injuries include employees or members of the public.
- a. If a member of the public is injured on Fire Department premises or in an accident with a Fire Department member, Fire Chief should be immediately notified of any injuries by phone or in person, and a completed Injury Report is required.
  - b. If an employee is injured on the job, a Wyoming Workers' Compensation Injury Report Form must be completed. If medical care is not required and the employee does not file a Workers' Comp claim, an Injury Report must be completed.
    - i. What to do when an injury occurs:
      - a. Incident must be immediately reported to a supervisor.
      - b. Seek medical attention when needed.
      - c. Provide a complete explanation of all details associated with the occurrence of the injury.
      - d. Employees involved in on-duty or other work-related injuries will be required to undergo drug/alcohol testing when it is reasonably suspected that drug/alcohol use could be a contributing factor.
    - ii. Employee's Responsibilities:
      - a. Notify his/her supervisor immediately, but no later than 24 hours, after the occurrence of an injury.
      - b. Complete and submit a Wyoming Workers' Compensation Injury Report Form within 72 hours and must be submitted to Comptroller.
      - c. Notify his/her supervisor if any work days will be missed.
      - d. If you have injured the same body part before, or experience recurring illness be ready to provide medical records to the Comptroller about past injuries.
      - e. Make sure your payroll information is available and any supplemental income you are receiving.
      - f. If the Fire Department completes an internal investigation report or incident report, copies of these are to be included with the injury report.
      - g. Provide the names and contact information of all witness.

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- c. If an occupational injury results in lost time, the affected employee must be evaluated by a physician on the day the employee leaves work. Otherwise for time lost, sick leave will be deducted from the employee’s leave account until the evaluation/treatment is performed.
  - d. When the initial medical evaluation is conducted following an injury, the employee must obtain a return to work statement from the physician and submit it to the Comptroller as soon as practicably possible. This statement does not allow employee to immediately return to work without the prior approval of the Fire Chief.
    - i. An Employee may be required to pass a stress and functional test before returning to work.
    - ii. An Employee may be eligible to return to work with job restrictions (See policy 108.02 Modified Duty).
    - iii. An Employee may be required to do a physical examination.
- D. Near Misses: Incident Reports must be submitted for “near misses”. These include any incidents which almost result in personal injuries or damage to property or equipment. The reason for these reports is to review the details of the incident with all employees to make them aware of dangers in the workplace.
- E. All reports of potential claims need to be reported to a supervisor. This includes when responding in a Privately Owned Vehicles (POV) and an accident or injury occurs.
- F. The Safety Committee will review all incidents and accidents to make a recommendation to the Fire chief based on the findings of the cause of the incident/accident and recommend measures to prevent future incidents and accidents.

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