

**Chapter IX Leaves of Absence/Employee Health Service**

**Subject 3 On-Duty Injuries and Injury Leaves (IWP)**

**903.01 Objective**

- A. To establish Fire Department policy relating to injuries and/or illnesses which occur on duty or as a result of an on-duty accident or exposure.
- B. To secure the necessary and required information relating to on-duty injuries and illnesses and to establish uniform guidelines for reporting.

**903.03 Policy**

- A. All injuries or illnesses occurring to Fire Department members, arising from the performance of their official duties shall be reported on the forms specified in the Report Manual.
- B. Injuries or illnesses occurring on-duty must be reported within 24 hours of the incident causing the injury. Deviations from the 24 hour rules must be justified.
- C. Members reporting an on-duty injury shall immediately seek medical attention unless the injury is minor in nature and will not result in the member leaving work. Minor injuries will be reported to an ALS Supervisor and reported on a Form 500.
- D. The Employee Health Service Physician, member's District Chief and and ALS Supervisor shall be notified of any on-duty injury or illness no later than 0900 the next business day for EHS, if at all possible. The Employee Health Service Physician must be furnished with all pertinent facts about the injury.

The employee **must** physically visit the Employee Health Services Physician on the day of the injury or the first business day for EHS after the injury, unless deviation from this policy is approved by the EHS physician.

Injury leaves will not be approved unless the Employee Health Services Physician actually sees the employee in a timely manner per paragraph D above.

***Exception:*** *The only exception is when the employee is seen by an ALS Supervisor for a minor injury that only requires first aid treatment and an ALS Supervisor determines no follow-up is required. A Minor Injury Report will be completed by the member's immediate supervisor or an ALS Supervisor and submitted to the Fire Department Health and Safety District Chief (SO-1). The Minor Injury Report (Form 500) will be filed in the member's medical folder by Human Resources for future reference if required.*

- E. When a member is placed on Injury Leave (IWP), only the Employee Health Services Physician can return the member to duty status. If a member is placed on Limited Duty or any restricted duty status, the member **must report immediately** to the Training Bureau for assignment and determination of their FLSA time.

**903.05 Injured With Pay Leave**

- A. Injured with pay leave is not charged to a member's sick leave balance.
- B. Injured with pay leave will not be granted without sufficient evidence of an on-duty injury or illness being the result of an incident occurring during the performance of their official duty.
- C. If inhalation of toxic gases or smoke is the cause of injury, medical tests shall be ordered, as needed, including arterial blood gas analysis.
- D. Consult the current Labor/Management Agreement for more information.

**903.07 Medical Expenses (Workers Compensation)**

- A. Medical expenses arising from on-duty injuries or illnesses will be paid through Bureau of Work's Compensation and should not be charged to the member's hospitalization insurance.
- B. When any employee of the City of Cincinnati is transported by the Fire Department as a result of an **on duty injury or illness**, a notation must be included on all transport documents that the patient is a **"City of Cincinnati Employee – Do Not Bill"**. This will keep the employee from receiving a bill for the transport.

**903.09 Responsibility**

- A. All members are responsible to operate in a safe and reasonable manner in order to avoid injury or illness in the performance of their duty.

**903.11 Public Safety Officer's Benefit Act**

- A. Eligible dependent survivors may qualify for a line of duty death benefit for members killed in the line of duty within their jurisdiction.
- B. The benefit is highly dependent in some cases on the member's blood carbon monoxide level, therefore, have blood drawn for this purpose as soon as possible, making note of the exact time the blood was drawn.

**903.13 Accident Investigation**

- A. The proper reports shall be filed for each accident and the accident thoroughly investigated so the reports are accurate and complete.
- B. In cases where equipment failure causes an accident, the equipment so involved shall be preserved as evidence.