

**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Injury and Illness Reports**

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**APPROVED BY:**

*Tim Paul Jaggart*  
Board Chair

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**1.0 REFERENCE**

WAC 296-305-01501 **POLICY** It is the policy of East County Fire and Rescue (ECFR) to provide and operate with the highest possible levels of concern for the health and safety of its members. Our primary considerations are the prevention and reduction of accidents, injuries, and occupational illnesses. This policy applies to all members and other persons who may be involved in District activities. Members must report work-related injuries or illnesses to their immediate supervisor 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 shall report the symptoms to a Chief Officer within forty-eight hours after becoming aware of the injury or illness.*

**2.3** A report shall be made within eight hours after a fatality, or probable fatality, of any firefighter or member from a work-related incident, or the inpatient hospitalization of any member as a result of a work-related incident. The Fire Chief or District Health and Safety Officer shall orally report the fatality or hospitalization, in person, to the nearest office of the Department of Labor and Industries; or by telephone to 1-800-423-7233. Item 2.3 applies to each such fatality; or hospitalization which occurs within thirty days of the incident.

**2.3.2** *Exception: If the Fire Chief or District Health and Safety Officer 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 of the District.*

2.4 Each report required due to a fatality, probable fatality, or inpatient hospitalization shall relate the following information:

- 2.4.1 Establishment Name
- 2.4.2 Location of the incident
- 2.4.3 Time of the incident
- 2.4.4 Number of fatalities or hospitalized members
- 2.4.5 Contact person
- 2.4.6 Phone number
- 2.4.7 A brief description of the incident

2.5 The District 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:

- 2.5.1 Unconsciousness
- 2.5.2 Inability to perform all phases of regular duty-related assignment
- 2.5.3 Inability to work full time on duty
- 2.5.4 Temporary assignment
- 2.5.5 Medical treatment beyond first-aid

2.6 The District 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.

2.7 The District shall post an annual summary of occupational injuries and illnesses on each station's 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. If no injuries or illnesses occurred in the year, zeros must be entered on the totals line. The summary shall be posted no later than February 1<sup>st</sup> each calendar year, and shall remain posted until April 30<sup>th</sup>.

### **3.0 RESPONSIBILITY**

3.8 The Health and Safety Officer will ensure the reporting and recording-keeping of injury and illnesses.

3.9 All members will comply with injury and illness protocols.