

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

SAFETY

SAF – 803

Accident and Employee Injury Reporting

Issued: January 11, 2005

Revised: April 14, 2015

Accident involving the District must be reported in detail as soon after the occurrence as possible. All accident reports will be submitted to the Fire Chief.

Vehicular Accidents

Accidents involving other District owned vehicles or personal vehicles being operated on District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the Fire Chief.

Other Accidents

Accidents involving damage to equipment or property, or personal injury, must also be reported to the Fire Chief. The Fire Chief will determine the need for further investigation.

In case of an accident involving personal injury to an employee or volunteer, regardless of how serious, a supervisor and the Fire Chief will be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and State laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form (801) and submit it as soon as possible to the Fire Chief. All injuries must be reported in a timely manner to avoid risk of claim denial. The Fire Chief will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, then the supervisor shall immediately notify the Fire Chief who, in turn shall immediately notify the District's Board Chairman, the State Workers' Compensation Department and the District's insurance carrier by phone. The District Fire Chief will then proceed to process a claim report form.

The appropriate entries shall be made in the OSHA 300 Report log.