

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: INJURY REPORT			SECTION: 106
WRITTEN 08/13/1990	REVIEWED	REVISED 08/25/2021	Page 20

PURPOSE

To provide members of the department with the knowledge of the proper procedure in which to document an injury and the proper amount of time to complete it.

REPORTING INJURIES

All injuries incurred while on duty shall be reported to the injured employee's immediate supervisor without delay and the immediate supervisor shall report the same to the Office of Administration. The Company Nurse shall be contacted as soon as possible after the injury has occurred. The Fire Chief or his designee shall be contacted as soon as possible.

INJURIES REQUIRING MEDICAL ATTENTION

1. Whatever immediate medical attention is necessitated, the supervisor in charge shall order whatever procedures are necessary.
2. If the injured employee is sent to the hospital for treatment, the Fire Chief shall be informed (in person or over the phone, NOT THE RADIO) of the name of the injured and to which hospital he/she is sent.
3. The Officer in charge of the shift shall record all injuries in the Daily Logbook for that day. Everyone witnessing the injury shall complete an Administrative Report detailing what occurred. The Administrative Reports shall be turned into the Administrative Office.
4. It is imperative that all reports be completed. Recheck reports for accuracy.