

Falmouth Fire-EMS Operating Guideline

INJURY REPORTING

Objective:

To provide guidelines on the reporting of an injury that occurred while working for Falmouth Fire-EMS or away from Falmouth Fire-EMS and the process which will be followed to be able to come back to work for Falmouth Fire-EMS.

General Information:

Firefighters and EMS Providers may become injured on the job at Falmouth Fire-EMS or off the job. Each member is required to notify the department of an injury no matter where it is obtained.

Guidelines:

The following guidelines exist for reporting an injury.

If an employee is injured while working at Falmouth Fire-EMS:

- If on scene member must notify supervisor and incident commander immediately.
- If after a scene member must notify their assigned Lieutenant (or Supervisor) immediately.
- Lieutenant (Supervisor) will immediately notify the chain of command including Captain, Deputy Chief, Assistant Chief and Fire Chief.
- Lieutenant (Supervisor) will also notify Office Administrator to ensure notification has been made to Administration.
- Within 24 business hours of the injury member must meet with Office Administrator to file a First Report of Injury form through Maine Municipal Association. (**No Exceptions**).
 - If requested, members are required to complete workers' compensation paperwork and comply with any Department requests in addressing injuries.
- Chief will notify Assistant Town Manager / Human Resources Director.

If an employee is injured while not working at Falmouth Fire-EMS or has an illness that prevents them from working at Falmouth Fire-EMS:

- Member must bring in a Doctor's note stating they are unable to perform duties at Falmouth Fire-EMS.
- Member must notify their assigned Lieutenant (or Supervisor) immediately.
- Lieutenant (Supervisor) will immediately notify the chain of command including Captain, Deputy Chief, Assistant Chief, and Fire Chief.
- Lieutenant (Supervisor) will also notify Office Administrator to ensure a note has been delivered.

The following must be met before member can return to work:

- Member must present to Office Administrator a written authorization from a physician stating no work restrictions.
- Office Administrator will notify Fire Chief of written authorization.
- Fire Chief will review doctor's authorization and determine whether or not member must also be cleared by town's occupational health provider.
- Fire Chief may consult with Assistant Town Manager / Human Resources Director.
- Member may have to undergo further medical evaluation by department's occupational health provider which may include a physical and/or other testing.
- Fire Chief will make final determination on member returning to work once all documentation is received and reviewed.

These guidelines may be changed or altered by the Fire-EMS Chief at any time.