

Workplace Injury Documentation

Supersedes:

Effective: 12-05-05

As part of a risk management and injury prevention program, the Department documents all work-related accidents and injuries, whether they result in time lost from work or not.

NOTIFICATION

1. Whenever an employee sustains a work-related injury, the Dispatch Operations Supervisor should be notified of the incident as soon as possible and will make appropriate notifications depending on the nature and severity of the injury. The Shift Commander will be notified of the incident, and the appropriate Division Supervisor will respond to assist the employee with necessary paperwork and documentation.
2. In the case of an emergency, Department members should seek emergency care (via ambulance if necessary) at the closest appropriate emergency care facility. If follow-up care is required after emergency treatment OR if the injury does not require emergent evaluation or treatment, the employee's first scheduled appointment must be with one of the City's "Preferred Provider Arrangement" (PPA) medical vendors.

DOCUMENTATION

It is important that all work-related injuries be fully documented, regardless of whether the employee required medical treatment or lost time from work. A detailed report will assist with assessing the claim and in identifying injury trends that can lead to changes in policy, procedure, equipment, or training to reduce the likelihood of similar incidents in the future.

1. Whenever an employee suffers a work-related accident or injury, a City of Boston "Report of Occupational Injury or Accident" form shall be completed. If the injury is due to an **unprotected exposure**, the employee should also refer to the documentation requirements in the "Infection Control" SOP.
2. Whenever an employee suffers a work-related injury, any other Department members who witnessed the circumstances that led up to an injury shall use a standard incident report form to complete a witness statement.
3. All reports should fully describe the circumstances that led up to the accident and the extent of any injury. For example, rather than writing "back injury," the report should be specific: "While carrying the top of the stair chair down a flight of stairs,

the patient suddenly reached out causing the weight to shift resulting in right lower back pain to employee.”

4. The Supervisor taking the report(s) shall ensure that they are legible and as detailed as possible. The supervisor will then complete Part II of the Workers' Compensation form, listing actions taken, contributing factors, and any recommendations to prevent a similar accident from happening in the future.
5. The Supervisor handling the reports will then notify the Boston EMS Workers' Compensation liaison (Ms. Nancy Laughter) of the incident via telephone (617 343-1159) during normal business hours, or by Department email. The completed reports and any medical paperwork will then be promptly forwarded to the Workers' Compensation liaison at EMS headquarters.
6. Failure to promptly complete the necessary paperwork and forward it to the EMS Headquarters may result in the employee being charged for service not compliant with the Preferred Provider Arrangement.