

Galveston Fire Department

Standard Operating Procedure

1200.05 Injury/Accident Investigation

Fire Chief _____

Implementation Date: February 2007

Revision Date: February 2011

Review Date: August 2012

Injury/Accident Reporting

The purpose of this standard operating procedure is to provide personnel direction in reporting and investigating accidents involving city equipment and/or injuries occurring while on duty. All injuries and accidents shall be reported and reports completed prior to the end of your shift.

Reports to be completed:

Injuries: First Report of Injury & Statements

Accidents: Statements from all involved personnel

First report of Injury forms are available via (My computer>sharedfolders>Fire>Injuries)

All Personnel Responsibilities:

1. Notify your Company Officer immediately
2. Provide information for all reports

Company Officer's Responsibilities:

1. Ensure the injured personnel receive any needed medical attention immediately.
2. Notify the Safety Officer
3. Complete the first report of Injury
4. Complete a typed statement of the incident as you know it.
5. Have all involved members complete typed statements.
6. **For Injuries occurring during an incident:** Complete the injury report section of The Firehouse incident report.

Safety Officer's Responsibilities:

1. Have Dispatch create an incident number for you using the address that the Injury or accident occurred at.
2. Notify Battalion Chief of the incident so that he may notify the Assistant Chief.
3. Investigate the event and complete a typed statement detailing your investigation
4. If injury involves PPE, secure the PPE for TCFP investigation take photographs of injury and involved PPE.
5. Collect all completed forms and statements from the Company Officer
Submit a copy of all documents to Fire Administration.