***This model program is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Follow your organization’s policies and procedures as presented by your manager or supervisor.***

*We offer two basic options, a Standing Injury Investigation Committee suitable for larger fire departments with more frequent injuries, and an Ad Hoc Comittee for smaller departments with infrequent injuries.*

*Departments should chose one of the following two model policies and make the necessary adjustments before adopting it in your organization.*

*Verbiage in red is descriptive and should be removed from the finalized policy.*

**Firefighter Injury and Close Call Analysis Model Policy**

**(Standing Committee version)**

*This model policy calls for the Chief to appoint a standing Injury Review Committee that will serve for the duration of their appointment. Appointments can be yearly or indefinite.*

**Purpose**:

Insert name of agency establishes this policy to ensure that injuries, acute illnesses, and close calls are investigated to reduce further human and material resources losses by identifying and correcting unsafe acts and conditions that led to the incident.

**Scope:**

This policy applies to all work-related injuries, acute illnesses, and close calls which occur during both emergency incidents and routine or non-emergency activities.

**Roles and responsibilities:**

The Chief of the Department/district/company shall

* periodically review and ensure this policy is implemented when needed.
* appoint members to an Injury Review Committee (each January) to investigate injuries, occupational illnesses, and close calls involving fire department/district/company personnel. For serious injuries, the Fire Chief may add one or more subject-matter experts on an ad hoc basis to the Committee.

The members of the Injury Review Committee shall

* be responsible to initiate an investigation in an expedient fashion and produce a written report of the facts of the incident, contributing factors and an Action Plan to include recommended remedial steps.
* complete an MSI or equivalent Accident / Injury Investigation class. This does not apply to subject-matter experts added to the Committee for specific incidents

All department/district/company fire officers shall

* be responsible to take immediate actions to provide care to the injured person, and make the scene of the injury secure against further injuries.
* collect and document facts of the incident and prepare a written report to the Injury Review Committee within 48 hours of the incident.
* make themselves available to the Injury Review Committee to give a verbal report

Every firefighter shall

* report all injuries to their supervisor immediately, unless circumstances necessitate a short delay.
* be held accountable to participate openly, honestly, and completely in the investigation and analysis process to better protect their brother and sister firefighters from future injuries

**Definitions:**

*Action Plan*: the culmination of an injury analysis which lists the specific actions the department/district/company will take to incorporate what was learned to improve their operations and the safety of the firefighters.

*Close call*: an unplanned, unwanted incident (i.e., accidents) in which no injury, equipment damage, or environmental damage occurred but might have if conditions had been different.

*Incident*: an unplanned, unwanted incident (i.e., accidents) that caused harm to people or damage to property or the surrounding environment. Incidents also include close calls in which no injury or damage occurred but might have if conditions had been different.

*Injury*: any wound, damage to body, or acute illness resulting from an incident in the work environment.

*Injury analysis*: a thorough summary of all related factors connected with an injury, illness, or acute illness

*Injury investigation*: the process of collecting facts, taking pictures, and interviewing witnesses after a firefighter injury, incident, or close-call.

**Procedure**

Below are the expected actions and timelines by members of the insert name of following an injury, acute illness, or close call:

1. The firefighter or employee of the department/district/company shall immediately report the injury, illness, or close call immediately to a fire officer
2. That fire officer will immediately
   1. Ensure proper medical care is provided to the injured firefighter or employee
   2. Make safe the scene to protect against further injuries to firefighters and others in the area
   3. Secure the scene and preserve evidence to assist in an ensuing comprehensive injury analysis
   4. Make immediate notifications to a chief department/district/company officer
3. At the first opportunity, that fire officer or their designee will
   1. Take pictures of the scene of the incident
   2. Complete the First Report of Injury and submit to Worker Compensation provider
   3. Complete NFIRS Injury Report
   4. Complete department/district/company injury report(s) which may include
      1. Firefighter / EMT Injury form, including written witness statements from all firefighters and employees with relevant information of the incident.

**Every firefighter, fire officer, and employee of the department/district/company shall immediately respond to a request for information, either verbally or in writing, from the fire officer completing reports. Failure to do so will result in disciplinary action.**

* + 1. Slip-Trip-Fall Injury Form
    2. Lifting-Carrying Injury Form
  1. Submit above pictures and written reports to the Injury Review Committee

1. A chief department/district/company upon receiving notification of an injury will take the following actions, as needed:
   1. Make notifications to the injured firefighter family
   2. Make notification to NJ PEOSH within 8 hours for fatal injuries and 24 hours for serious injuries as defined by PEOSH
   3. Alert the Injury Review Committee
2. The Injury Review Committee will
   1. Meet initially within 48 hours for serious injuries and 7 days for other than serious incidents.
   2. Collect and analyze the facts presented by the initial investigation by the fire officer
   3. Call additional witnesses and others with information concerning the incident.

**Every firefighter, fire officer, and employee of the department/district/company shall immediately respond to a request for information, either verbally or in writing, from the Committee. Failure to do so will result in disciplinary action.**

* 1. Within 30 days, produce a report with the timeline of the incident, a list of contributing factors and conditions, and an Action Plan to incorporate what was learned into the operations of the fire department/district/company

1. Upon receipt of the report from the Injury Review Committee, the Chief of the Department/district/company shall meet with their command staff, training officers, and fire commissioners / financial stakeholders to review the report and consider implementation of recommendations in the Action Plan.
2. The Chief of the Department/district/company shall thank firefighters who participated in the investigation and provide a summary of the findings and Action Plan of the Injury Review Committee to all members of the fire department/district/company.

**Firefighter Injury and Close Call Analysis Model Policy**

**(Ad Hoc Committee version)**

*This policy calls for the Chief to appoint an Injury Review Committee whenever a member of the organization is injured or experiences a significant close call.*

**Purpose**:

Insert name of agency establishes this policy to ensure that injuries, acute illnesses, and close calls are investigated to reduce further human and material resources losses by identifying and correcting unsafe acts and conditions that led to the incident.

**Scope:**

This policy applies to all work-related injuries, acute illnesses, and close calls which occur during both emergency incidents and routine or non-emergency activities.

**Roles and responsibilities:**

The Chief of the Department/district/company shall

* periodically review and ensure this policy is implemented when needed.
* appoint an Injury Review Committee within 48 hours to investigate injuries, occupational illnesses, and close calls involving fire department/district/company personnel. For serious injuries, the Fire Chief may add one or more subject-matter experts on an ad hoc basis to the Committee.

The members of the Injury Review Committee shall

* be responsible to initiate an investigation in an expedient fashion and produce a written report of the facts of the incident, contributing factors and an Action Plan to include recommended remedial steps.

All department/district/company fire officers shall

* be responsible to take immediate actions to provide care to the injured person and make the scene of the injury secure against further injuries.
* collect and document facts of the incident
* prepare a written report to the Injury Review Committee within 48 hours of the incident.
* make themselves available to the Injury Review Committee to give a verbal report

Every firefighter shall

* report all injuries and significant close calls to their supervisor immediately, unless circumstances necessitate a short delay.
* be held accountable to participate openly, honestly, and completely in the investigation and analysis process to better protect their brother and sister firefighters from future injuries

**Definitions:**

*Action Plan*: the culmination of an injury analysis which lists the specific actions the department/district/company will take to incorporate what was learned to improve their operations and the safety of the firefighters.

*Close call*: an unplanned, unwanted incident (i.e., accidents) in which no injury, equipment damage, or environmental damage occurred but might have if conditions had been different.

*Incident*: an unplanned, unwanted incident (i.e., accidents) that caused harm to people or damage to property or the surrounding environment. Incidents also include close calls in which no injury or damage occurred but might have if conditions had been different.

*Injury*: any wound, damage to body, or acute illness resulting from an incident in the work environment.

*Injury analysis*: a thorough summary of all related factors connected with an injury, illness, or acute illness

*Injury investigation*: the process of collecting facts, taking pictures, and interviewing witnesses after a firefighter injury, incident, or close call.

**Procedure**

Below are the expected actions and timelines by members of the insert name of following an injury, acute illness, or close call:

1. The firefighter or employee of the department/district/company shall immediately report the injury, illness, or close call immediately to a fire officer
2. That fire officer will immediately
   1. Ensure proper medical care is provided to the injured firefighter or employee
   2. Make safe the scene to protect against further injuries to firefighters and others in the area
   3. Secure the scene and preserve evidence to assist in an ensuing comprehensive injury analysis
   4. Make immediate notifications to a chief department/district/company officer
3. At the first opportunity, that fire officer or their designee will
   1. Take pictures of the scene of the incident
   2. Complete the First Report of Injury and submit to Worker Compensation provider
   3. Complete NFIRS Injury Report
   4. Complete department/district/company injury report(s) which may include
      1. Firefighter / EMT Injury Form, including written witness statements from all firefighters and employees with relevant information of the incident.

**Every firefighter, fire officer, and employee of the department/district/company shall immediately respond to a request for information, either verbally or in writing, from the fire officer completing reports. Failure to do so will result in disciplinary action.**

* + 1. Slip-Trip-Fall Injury Form
    2. Lifting-Carrying Injury Form

1. The Chief of the Department/district/company, upon receiving notification of an injury, will take the following actions, as needed:
   1. Make notifications to the injured firefighter family
   2. Make notification to NJ PEOSH within 8 hours for fatal injuries and 24 hours for serious injuries as defined by PEOSH
   3. Name a Injury Review Committee
2. The Injury Review Committee will
   1. Meet initially within 48 hours for serious injuries and 7 days for other than serious incidents.
   2. Collect and analyze the facts presented by the initial investigation by the fire officer
   3. Call additional witnesses and others with information concerning the incident.

**Every firefighter, fire officer, and employee of the department/district/company shall immediately respond to a request for information, either verbally or in writing, from the Committee. Failure to do so will result in disciplinary action.**

* 1. Within 30 days, produce a report with the timeline of the incident, a list of contributing factors and conditions, and an Action Plan to incorporate what was learned into the operations of the fire department/district/company

1. Upon receipt of the report from the Injury Review Committee, the Fire Chief shall meet with their command staff, training officers, and fire commissioners / financial stakeholders to review the report and consider implementation of recommendations in the Action Plan.
2. The Chief of the Department/district/company shall thank firefighters who participated in the investigation and provide a summary of the findings and Action Plan of the Injury Review Committee at the next department/district/company meeting.