

# **DALTON FIRE DEPARTMENT**

## **Standard Operating Procedure**

**S.O.P.: GP- 12**  
**Effective: 06-27-2017**  
**Revised: 06-27-2017**  
**Reviewed: 06-27-2017**

\_\_\_\_\_  
**Fire Chief Signature**

\_\_\_\_\_  
**DATE**

**Title:** On Duty Injury / Workers' Compensation Procedures

**Scope:** All Personnel

### **Policy:**

While you are actively at work, you are covered (with limited exceptions) under the city's workers compensation policy. This policy is designed to cover you should you become injured on the job. If you should become injured in any way, report the injury to your supervisor as soon as possible, but no longer than 24 hours after the occurrence.

Personnel should refer to the Georgia State Board of Workers' Compensation Official Notice posted in all locations for a list of approved physicians.

### **PROCEDURE:**

#### **Responsibilities of the injured employee**

##### **Immediate advanced treatment required**

- If needed, contact 911 for an ambulance.
- Notify your supervisor immediately.
- An Authorization for Treatment form shall be filled out and taken to the medical facility by the employee or a supervisor.
- Complete Georgia State Board of Workers' Compensation form WC-1 and submit to your supervisor as soon as possible after the injury. All injuries must be reported within 24 hours. If the employee is unable to complete the form due to the injury, the supervisor shall complete the form.

##### **Advanced treatment is not immediately required**

- Notify your supervisor immediately.
- Treat the injury.

- Complete the Georgia State Board of Workers' Compensation form WC-1 and submit to your supervisor as soon as possible after the injury. All injuries must be reported within 24 hours. If the employee is unable to complete the form due to the injury, the supervisor shall complete the form.
- If medical treatment is needed at a later date, contact ~~the Administrative Assistant~~ administration for further assistance.

## **Responsibilities of the Supervisor**

### **Immediate advanced treatment required:**

- Evaluate and provide first aid.
- Notify 911 for an ambulance if necessary.
- Notify the Shift Commander of the injury.
- Complete the An Authorization for Treatment form (if not done so by the employee) that must be filled out and taken to the medical facility by the employee or a supervisor.
- Complete the Georgia State Board of Workers' Compensation form WC-1 (if not done so by the employee) and submit to ~~the Administrative Assistant~~ administration within 24 hours of the incident.

### **Advanced treatment is not immediately required:**

- Treat the injury.
- Ensure the Georgia State Board of Workers' Compensation form WC-1 has been completed and submitted to ~~the Administrative Assistant~~ administration within 24 hours of the incident.
- Notify the Shift Commander

## **Follow Up Physician and Rehabilitation**

- It is the responsibility of the employee to schedule follow up and rehabilitation appointments. Do not pay for any treatment with your health insurance when being treated for a workers compensation claim.
- Professional Pharmacy accepts and files with Collins and Co. for Workers' Compensation prescriptions. This is at no cost to the employee. Your pharmacy may not file and you may be required to pay any prescription cost and submit for reimbursement to ~~the Administrative Assistant~~ administration.

# **DALTON FIRE DEPARTMENT**

## **Standard Operating Procedure**

**S.O.P.: GP- 12**  
**Effective: 06-27-2017**  
**Revised: 05-30-2019**  
**Reviewed: 06-25-2019**

\_\_\_\_\_  
**Fire Chief Signature**

\_\_\_\_\_  
**DATE**

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