

GENERAL ORDER 13.2.1

On-The-Job Injuries/Damaged Property

GENERAL ORDER CROSS-REFERENCE: 83.1.1

SUMMARY

Establishes procedures for reporting on-the-job injuries, exposure to hazardous materials or diseases; and damage, theft or loss of personal and/or public property.

DISCUSSION

The City of Springfield is lawfully required to provide workers compensation coverage to protect its members from loss should they become injured or exposed to biological or chemical hazardous materials during the performance of their duties. The City must also provide, in some cases, restitution to employees for the damage or loss of personal property during the performance of their duties.

Additionally, the City is liable, in some cases, to make restitution for the loss or damage of private property when such loss or damage is the result of the action(s) of members acting within the scope of their duties.

Injuries and loss or damage to personal or City property, not involving time-loss, are covered in Section II; injuries involving time-loss are covered in Section III; return to work information from a physician is covered in Section IV; testing of sources or evidence for possible biological contamination to a member is covered in Section V; exposures to tuberculosis are covered in VI; workers compensation payments are covered in Section VII; damage to property caused by a member is covered in Section VII.

POLICY

I

For the purpose of this general order only, the term member shall include paid members and all individuals who perform duties for the Springfield Police Department on a volunteer or unpaid basis. Persons acting for the Department solely on a contract basis are specifically excluded from this definition.

II

Members shall immediately report to their supervisors all on-the-job injuries, exposure to hazardous materials and disease or damage, theft, or loss of personal and/or public property.

When the injury, exposure to disease or hazardous material does not require medical attention, the member shall complete the Incident Action Form (IAF), and Bloodborne Pathogen Exposure Form, if applicable. The report shall be immediately forwarded to the member's supervisor.

The supervisor shall conduct an investigation of the incident, complete the report and forward it to the Office Supervisor. The Bloodborne Pathogen Exposure Form shall be filed in Human Resources and maintained in the member's worker's compensation file.

III

When an on-the-job injury or exposure requires time off from work or medical attention, the member shall consult with a physician and:

1. Take the Supplemental Medical Form to the physician to report the state of the member's injury.
2. Confer with a supervisor and complete a Workers Compensation Form 801 and Incident Action Form (IAF) .

The supervisor shall assemble all necessary forms and ensure they are complete, then forward them to the Lieutenant for review; all forms will then be given to the Office Supervisor immediately after the member receives medical attention.

IV

Members visiting a physician shall obtain the medical status report from the physician indicating one of the following and deliver it to the Office Supervisor or, in the their absence, the Division Commander:

1. The injury requires the member to miss work time, and that the member will be off duty for a specified period of time; or
2. The member is able to return to work on a specific date, with named restrictions; or
3. The member is released to return to regular duties.

V

When a member has been exposed to possible biological contamination such as from a needle-stick, human bite, contact with blood or other bodily fluids, the following steps shall be taken:

The member shall obtain complete information on the suspected contagious disease so further tests can be performed, and obtain complete name, DOB and address of source person.

Unless the member is referred immediately for medical evaluation, the member's supervisor shall make every lawful effort to obtain permission for blood testing from the source because it may be difficult, if not impossible, to obtain a sample at a later date.

If the medical evaluator is unable to obtain a blood sample for testing, the employee's supervisor or designee shall contact the Lane County District Attorney's office to request assistance to obtain a search warrant/court order to seize the citizen or source's blood for testing.

Member shall immediately notify his supervisor and complete the Bloodborne Pathogen Exposure Form. The member will decide upon the need for additional medical care.

The employee's supervisor or Office Supervisor shall contact the Occupational Health Nurse (OHN) at Cascade Health Solutions, during business hours (M-F, 0630-1900) in order to obtain follow-up recommendations regarding the exposure

VI

Members who believe they have been exposed to tuberculosis shall notify their supervisors immediately and complete an Incident Action form, 801, and Bloodborne Pathogen Exposure Form documenting the exposure incident and identifying the individual believed to have active tuberculosis. The report shall be forwarded to the Office Supervisor immediately. The Office Supervisor shall forward completed paperwork to Human Resources.

VII

When a member's on-the-job conduct results in the loss or damage of personal or public property or injury to a citizen the member shall immediately report such information to his supervisor.

The member shall complete the Incident Action Form (IAF). The report shall be immediately forwarded to the member's supervisor. The supervisor shall conduct an investigation of the incident, completing the applicable portion of the form, and submit the original form and other necessary information to the Office Supervisor within 24 hours. The supervisor shall inform the on-call command officer and the Risk Manager immediately of any serious incident.

VII

When a member is not able, or fails to complete the described forms, the supervisor shall immediately complete the forms and route them as this G.O. directs. Supervisors are expected to assist members throughout any of the procedures outlined in this General Order.

Richard L. Lewis
Chief of Police