

On-Duty Injuries

1042.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the reporting of work related injuries, occupational illnesses or deaths to the Human Resources Department (HRD) to ensure proper medical attention is received and document the circumstances of the incident (AAC § R20-5-629).

1042.2 WORKERS' COMPENSATION FUND REPORTS

1042.2.1 INJURIES REQUIRING MEDICAL CARE

All work-related injuries, exposures to communicable disease and work-related illnesses requiring medical care must be documented and reported to the HRD (ARS § 23-427).

Employee's Injury/Incident Report forms shall be provided to the injured employee within 24 hours from the time the injury was reported. Records of work related injuries and work related illnesses shall be maintained as prescribed by law or the administrative rules of the Arizona Division of Occupational Safety and Health (ADOSH) and Arizona Workers' Compensation.

1042.2.2 DEFINITIONS

Definitions related to this policy include:

Accident - Any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).

Recordable Occupational Injury or Illness - An occupational injury or illness that results in a death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, a significant injury or illness diagnosed by a physician or other licensed health care professional.

1042.2.3 EMPLOYEE'S RESPONSIBILITIES

An employee sustaining any work-related injury, as well as any employee who is involved in any accident while on-duty, shall report such injury or accident as soon as possible but within 24 hours to his/her supervisor. Vehicle accidents involving City owned vehicle will be reported to a law enforcement agency first and supervisor thereafter. An employee sustaining any work-related illness shall report such injury illness to his/her supervisor as soon as possible.

An employee observing or learning of a potentially hazardous condition should immediately take reasonable precautions to mitigate or eliminate the hazard and promptly report the condition to his/her immediate supervisor.

An employee sustaining a work-related injury or illness that requires treatment is required to be examined and treated by the City of Peoria designated Occupational Health Care Provider. If a life-threatening condition exists or at the advice of on-scene emergency medical personnel, the employee shall be taken to the appropriate medical facility. The City has the right to request that an employee injured on the job seek care from the city's designated Occupational Healthcare Provider.

Peoria Police Department

Policy Manual

On-Duty Injuries

An employee sustaining a work-related injury or illness that requires limited/no duty is also required to comply with Department policies and directives relating to the duty to periodically call in during absences in addition to the duty to notify the Department of any change in condition or anticipated duration of the absence.

An employee being treated for an on-duty injury must inform the attending physician that a modified-duty assignment may be available at the Department. Modified-duty may be available for employees whose injuries prevent resumption of regular duties.

An injured employee or employee who has suffered a work-related illness shall provide medical documentation concerning the injury as soon as possible but within 24 hours to HRD. In addition, such employees are required to promptly submit all medical releases, whether partial or full releases, to the Human Resources Department.

1042.2.4 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury, illness or accident should promptly complete the on-line Industrial Injury submission process.

For work-related accidents, injuries or illness not requiring professional medical care, the on-line Industrial Injury submission process.

When an accident, injury or illness is reported initially on the Supervisor's Report of Injury Form and the employee subsequently requires professional medical care the supervisor will contact HRD and advise of the update.

1042.2.5 DEPUTY POLICE CHIEF RESPONSIBILITIES

The Deputy Police Chief receiving a report of a work-related accident or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police.

A supervisor shall promptly notify any employee exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by Arizona Occupational Safety and Health Standard and shall inform the employee of any action taken to correct the condition.

1042.3 INJURY NOT REQUIRING MEDICAL ATTENTION

Those injuries and illnesses not requiring medical attention shall be recorded on a Supervisor's Report of Injury form. This form shall be completed and signed by a supervisor.

This form shall be signed by the affected employee, indicating that he/she desired no medical attention at the time of the report. By signing this form, the employee will not preclude his/her ability to seek medical attention later.

1042.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, an employee's work-related injury results from the negligent or wrongful acts of another, for which the employee, the City and/or other insurers are entitled to recover civilly. To ensure that the City's interests are protected and that the employee has the benefit of the City's experience in these matters, the following procedure is to be followed.

Peoria Police Department

Policy Manual

On-Duty Injuries

1042.4.1 EMPLOYEE TO REPORT INITIAL CONTACTS

When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as practicable.

1042.4.2 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third party claim arising out of or related to an on-duty injury, the employee shall provide the Chief of Police, HRD and the City Attorney's Office with written notice of the proposed terms of such settlement.

In no case shall the employee accept a settlement without first providing such written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the City right of subrogation, while ensuring that the employee's rights to receive compensation for injuries are not affected.