
Work-Related Illness and Injury Reporting

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries, mental disabilities and occupational illnesses.

1025.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - Injuries, mental disabilities or diseases which arise out of, and in the course of, employment (MCL 418.301).

1025.2 POLICY

The Kalamazoo Department of Public Safety will address work-related injuries, mental disabilities and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements.

1025.3 RESPONSIBILITIES

1025.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or **work-related injury** shall report such event as soon as practicable, but within 24 hours to a supervisor, and shall seek medical care when appropriate. Injuries that are not reported within the above parameters may result in a denial of OJI benefits.

1025.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that an OJI report is completed and fully document how the injury occurred. The circumstances involving the injury shall also be documented in their DAR. Any related City wide injury- or illness-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1025.3.3 DIVISIONAL COMMANDER RESPONSIBILITIES

The Divisional Commander, or their designee, who receives a report of an occupational illness or work-related injury should conduct an administrative investigation/meaningful review of the incident, check the report for accuracy/thoroughness and determine what additional action should be taken. The administrative investigation/ meaningful review process looks to prevent future occupational injuries, illnesses and exposures in order to minimize and mitigate further risks by reviewing whether policy changes are necessary, whether training is needed, whether equipment should be changed/alterd and whether discipline is indicated. The report shall then

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be forwarded to the Executive Lieutenant of Operations who will then forward the report to Human Resources to ensure any required Michigan Occupational Safety and Health Administration (MIOSHA) reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

Any recommendations from the administrative investigation shall be taken into review for implementation by the Chief of Public Safety. Periodic safety inspections and reviews of Public Safety facilities should also be conducted which should include facility inspections for trip hazards, fire safety equipment, emergency exit lights, generator operations and any other exposures to hazardous materials.

1025.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command and a copy sent to the Executive Lieutenant of Operations.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1025.5 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1025.5.1 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 occupational illness or work-related injury, the member shall provide the Chief of Public Safety with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Public Safety. 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 illness or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.