

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

INJURY REPORTING AND INDUSTRIAL LEAVE

M.P. 110.02	Date Revised: 06/2025
<p>This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.</p>	
Related Policies: Personnel Rule 15g; A.R. 2.32 – Workers' Compensation Program; 105.01 Health and Wellness Center; 103.02 Sick Leave/56 Hour Members; 103.02A Sick Leave/Emergency Sick Leave; 104.02B Transitional Work Assignment; MOU Section 5-9 Worker's Compensation	

PURPOSE

This procedure is designed to provide guidelines to assist those members involved in the injury reporting process (injured personnel and their supervisors), and to provide a standard system for reporting work-related injuries.

Effective accident reporting should help reduce the number and severity of injuries experienced by providing the information needed to identify the cause of accidents. The information received through injury reports will be utilized by the Phoenix Fire Department Health and Wellness Center and the Human Resources Safety Section to develop preventative (before the fact) training programs, educational packages, safety procedures, etc.

The City's Workers' Compensation program, including industrial leave, is governed by Personnel Rule 15g and Administrative Regulation 2.32. This procedure identifies the responsibilities of each member, supervisor, Battalion Chief, and the Health and Wellness Center staff in the management of industrial leave.

PROCEDURE

Industrial Injury While on Duty

1. If the injury requires immediate hospitalization, the member should be transported to the nearest appropriate emergency department.
2. If the injury involves possible poison or hazardous materials exposure, the member should be transported to the closest toxicological emergency center (Banner University).
3. If burn injuries require medical attention, the member should be transported to Maricopa Medical Center Burn Unit.
4. If it is a non-emergency injury that needs medical attention, the member should go to the Fire Department Health and Wellness Center (HWC) during normal business hours.

5. If the injury occurs while on duty and the HWC is closed:
 - The member should go to the emergency room or to Concentra Airport to have the injury treated and fill out the appropriate paperwork. The member should notify their supervisor, who will contact the Alarm Room and have them notify C-959 and an on-call HWC clinician.
 - If the injury is non-emergent and no treatment is needed, the member must contact the Alarm Room to ask the HWC on-call clinician to call the injured member to release them from duty.
 - If the member leaves without contacting the clinician, the member will be charged leave from their personal leave banks.
 - The next business day, the member must go to the HWC to be seen and confirm their work status.
 - South Shift Command will initially enter personal leave for time off work, but the leave can be restored if the member follows up with the HWC the next business day.
 - If the member is not seen the next business day by the HWC, industrial leave will not be approved.
6. If the injury worsens and the member is unable to work their next shift:
 - The member shall follow MP103.02 Sick Leave/56 Hour Members and inform South Shift Command that they were injured on duty and are seeking treatment at the HWC.
 - After the member is seen the same day at the HWC, HWC staff will restore the member's sick leave in Telestaff.

Notification of Injuries and Completion of Forms

Member Responsibilities:

It is the member's responsibility to notify the Fire Department of an injury as soon as possible. ALL INJURIES SHOULD BE REPORTED IMMEDIATELY. If the member believes they do not need treatment the day of the injury, they should complete the Injury Report/Preliminary Report in RMS/Image Trend.

Following is a list of the required City of Phoenix and Third-Party Administrator forms that must be completed when filing an industrial claim. HWC staff will help members through this process.

- Worker's and Physician's Report of Injury Form from the Industrial Commission of Arizona, if not completed prior to or during treatment
- Workers' Compensation Program and Agreement
- Authorization to disclose medical information
- Electronic Injury Report in RMS/Image Trend
- Worker's Report of Injury

Supervisor Responsibilities:

- If the injury requires immediate hospitalization, the member should be transported to the nearest appropriate emergency department.
- If the injury involves possible poison or hazardous materials exposure, the member should be

- transported to the closest toxicological emergency center (Banner University).
- If burn injuries require medical attention, the member should be transported to Maricopa Medical Center Burn Unit.
 - If it is a non-emergency injury that needs medical attention, the member should go to the HWC during normal business hours.
 - If the injury occurs outside of HWC normal business hours, supervisors must contact the Alarm Room and have them notify C-959 and an on-call HWC clinician.

NOTE: The Alarm Room should be notified of all injuries requiring any level of treatment so that proper notifications can be made.

Industrial Leave

At-Home Recuperation

Members on industrial leave are expected to remain at home to recuperate. Time to consult with a treatment provider, attend therapy or other special types of treatment will be allowed. Change of any work status must be reported to the HWC.

Members shall not engage in any outside work while on industrial leave. Members may not engage in any recreational activities that exceed their physical restrictions or interfere with the recovery of their injury. Any recreational activities should be discussed with their attending physician..

Members who are on industrial leave and need to travel out of state for 15 days or more require permission from the Industrial Commission of Arizona.

Recuperation Outside of Home

Members who will be recuperating at a place other than their residence shall notify the HWC of their location and must be available by phone.

Follow-Up

Members on industrial leave and **under the care of the HWC** must report for a follow-up evaluation every 7 days. Members on industrial leave for more than 30 days and under the care of a provider other than the HWC shall report to the HWC for a check-in every 30 days. The purpose of these check-ins is to assess the progress of rehabilitation efforts and to anticipate the member's return to full duty or transitional work. If a member's treating provider requests a change in their work status from industrial leave to transitional work, the member may be placed in a transitional work assignment and must report the work status change immediately to the HWC. Transitional work positions are not guaranteed and are based on availability within the Fire Department and the members' restrictions dictated by the treating provider. Not all restrictions can be accommodated.

Proof of Medical Treatment

For leave to be approved, members on either full-time leave or transitional work shall provide

Payroll with proof of visits for all medical treatments /evaluations outside the HWC.

When a member is released to regular duty or transitional work, they must provide a release from all treating providers. The member will report directly to the HWC and provide a change of work status letter along with all other medical release forms. The members' personal leave banks may be charged if the work status change is not reported immediately. The Third Party Administrator also can deny industrial leave for delayed reporting.

Health And Wellness Center Responsibilities

The HWC will monitor the member's progress as stated above with a 30-day mandatory in-person check in. At this appointment, the HWC Daily Rollcall and the member's Telestaff calendar will be updated through the next scheduled appointment or with a return-to-work date. Upon being released to full duty, if the member has been out of the field/assignment 6 months or more, the member will be required to participate in the Re-Entry program. This program is customized per position and required before returning to full duty.