

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: SUPPORT SERVICES/FIRE SERVICES	Reference Number: IVN10-0014	Revises Previous Effective Date:
Subject: OCCUPATIONAL SAFETY & HEALTH/RECORDS		NEW
Authority: WETHERINGTON/HODGE	Effective Date: 4/01/02	Page 1 of 2

I. POLICY:

This standard establishes a system for the collection and permanent retention of information concerning accidents, injuries, illnesses, exposures to infectious agents and communicable diseases, and deaths that are or might be job related. It was promulgated to:

- A. Establish the requirement that a report be completed and filed for every accident, injury, illness, exposure to an infectious agent or communicable disease, or death that involves a member while on duty or that may in some way be related to the Firefighter's job.
- B. Establish a database for analysis to develop programs to reduce on-the-job accidents, illnesses, and deaths.

II. APPLICABILITY:

All Department of Corrections Certified Firefighters in State and County Fire Departments.

III. RELATED DIRECTIVES:

NFPA 1500

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

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A. (General)

1. A permanent record of all accidents, injuries, illnesses, or deaths that occur while a Firefighter is on duty shall be maintained by each Fire Station. The record shall include both a master file of such events as well as individual records placed in the individual Firefighter's permanent personnel file.
2. Other records and reports that are useful in evaluating the Department's overall safety and health program shall be maintained as required by rule, regulation, policy, or standard operating procedure.
3. A tabulation of the Department's safety record shall be included in the monthly report and the annual report.

B. RESPONSIBILITIES

1. It shall be the responsibility of each Firefighter of the Department to immediately report to his/her supervisor any accident, injury or illness that occurs while on duty. The appropriate report shall be filed in writing within 24 hours of the event.
 - a. If a Firefighter was exposed to a hazardous material or contagious disease, he/she shall file a Hazardous Materials Exposure Form as required by GDC SOP Exposure Reporting.
2. Fire Chiefs shall be responsible for ensuring that a Firefighter under their command who is involved in an accident or injury completes the appropriate reports. Reports shall be complete, accurate, and filed in a timely manner.
3. The Fire Services Manager shall review all accident and injury reports and shall ensure that the event is reviewed by the appropriate committee for its recommendation.