



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.08 VOLUME: 1

SUBJECT: On-The-Job Injuries

SIGNED: _____ DATE: 8/10/2017-revised
Chris J. Mullins, Fire Chief

SCOPE AND PURPOSE: On-the-job injuries are fortunately somewhat infrequent occurrences that happen during the course of providing emergency services or in the performance of normal station activities. The fact that they are infrequent means that often the reporting and processing of on-the-job injuries does not happen in a manner which can best serve the employee, the City or the third-party Workers' Compensation administrator.

In an effort to provide direction, consistency and surety to the reporting and processing of on-the-job injuries and to give additional information to personnel regarding Workers' Compensation benefits and associated time frames, the following information has been compiled and will serve as department standard operating procedures for on-the-job injuries.

POLICY: When an on-the-job injury occurs, several people will have to work together to get the claim recorded and action taken through the City's Workers' Compensation program.

Definition of on-the-job injury: Work-related injuries and illnesses arising out of and in the course of an employee's employment with the City.

Reporting:

If there is an "on-the-job-injury" or suspected injury, the officer or acting officer should be notified within 3 days (because the City pays the full amount of the payroll for the first 3 days). The officer or acting officer will complete a "First Report of Injury" at the first available opportunity.

1. If a non-serious "on-the-job injury" requiring medical attention occurs during regular business hours, the employee should be taken to ALACOMP. If an "on-the-job injury" occurs after regular business hours or on the weekend, the employee should go or be carried to Brookwood ER. Note: ALACOMP will not be used for serious illnesses or injuries.
2. The officer/acting officer in charge shall complete the "First Report of Injury" in detail with plenty of explanation. This will be the only means of creating an accurate narrative for the Workers' Compensation computer entry.
3. The "First Report of Injury," upon completion, will be turned in to the Safety Officer.
4. An employee, supervisor or any other city official cannot place themselves or others off on Injury with Pay under the Workers' Compensation Act. The individual must be taken off work by an authorized treating physician.

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5. Inquiries regarding workers' compensation benefits should be directed to the department's Safety Officer who will interact with the Department Head or the City's workers' compensation administrator (Millennium Risk Managers, LLC).
6. For payroll purposes, a "back-to-work release" signed by an authorized treating physician should be dated for the individual's assigned day of work.
7. If an employee exhibited behavior that was inconsistent with normal behavior prior to being injured, the Shift Commander may require that the injured employee be tested for drug usage under the City's established drug policy (Policy # 102.01).

Workers' Compensation Benefits:

1. An employee who sustains an "on-the-job injury" will receive his or her normal pay for the full day in which the disability began and for the next three (3) scheduled work days, if the employee remains off work.
2. If the employee remains off-work under the orders of the authorized treating physician beyond this three (3) day period, the employee will receive workers' compensation benefits in accordance with the Alabama Workers' Compensation Act.
3. Under the "Rules and Regulations" of the Jefferson County Personnel Board, which are subject to change from time to time, employees are entitled to be paid 100% of their base salary or wage during absences from work due to work-related injuries or illnesses. The pay is generally divided as follows: 1/3 from the City from which payroll deductions are subtracted (medical and dental insurance, retirement contributions based on the salary, etc.) and 2/3 non-taxable workers' compensation indemnity benefit paid by the City's third-party administrator. Such workers' compensation payments are paid bi-weekly and are generally presented to the injured employee along with their City payroll check. Workers' compensation indemnity benefit payments are generally mailed by the third-party administrator to the City for further distribution to the injured employee. In the event such workers' compensation checks are lost, employees may be paid, at the discretion of the City, an amount equivalent to the 2/3 workers' compensation indemnity benefit by way of a City accounts payable check provided such employee agrees to endorse the lost workers' compensation check (when received) to the City or agrees that such payment may be deducted from future payroll checks in order for the City to recover such amounts previously paid.

Extended Workers' Compensation:

1. An employee will continue to accrue vacation and sick leave while being paid 1/3 of his or her normal rate of pay on Workers' Compensation Leave. Employees will not accrue vacation and sick leave after payments under the Injury with Pay policy cease.
2. If after the expiration of 180 calendar days of Workers' Compensation/Injury with Pay status, the employee is still unable to return to work as determined by his or her authorized treating physician, the 1/3 of base salary from the City will cease. The employee may receive his or her 1/3 normal

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pay which will be charged against the employee's accrued vacation, sick leave or compensatory time. If all accrued vacation leave, sick leave, and compensatory time is exhausted and the employee remains unable to return to work as determined by his or her authorized treating physician, all pay from the City will cease and the employee may elect to retire from the service, if eligible, or request a leave of absence without pay. The 2/3 non-taxable workers' compensation indemnity benefit paid by the City's third-party administrator will continue in accordance with the Alabama Workers' Compensation Act.

3. Beyond the Alabama's Workers' Compensation Act, the City does have a disability insurance policy which covers all full-time personnel with at least one (1) year of creditable service with the City.

Returning to Full Active Duty:

The employee can return to Full Active Duty when the treating physician determines that the employee has reached MMI (Maximum Medical Improvement) and an Impairment Rating is not given to the employee for the injury (a Physician's Release to Full Active Duty Form will be required and the employee must meet all physical requirements associated with training, etc. upon their return to work). A Functional Capacity Exam (FCE) will be administered by the department's Safety Officer and the department's Occupational therapy Consultant (Bledsoe Occupational therapy, Inc.). The FCE will mirror the department's Annual Evolution Assessment (AEA).

The failing criteria for the Functional Capacity Exam (FCE) will also mirror the failing criteria for the Annual Evolutions Assessment (AEA), as listed below:

- A completion of time of greater than 19 minutes.
- Pulling your SCBA mask off before completion of the FCE.
- Not completing the evolutions on a single tank of air (4500psi/45 minute tank).
- Blood Pressure greater than 160 mmhg systolic and/or 100 mmhg diastolic pressure. (Blood Pressure must be taken on site by MBFD personnel. Blood pressure can be taken up to 30 minutes prior to scheduled FCE start time).
- Refusal to participate or complete the FCE.