

# STANDARD OPERATING PROCEDURE

## Injured Personnel

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**Department:** Operations

SOP#141

**Applicable to:** All Staff

**Effective Date:** ~~1 July 2020~~

2 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:** 28 Feb 21

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### **Purpose:**

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding any injuries occurring while on duty.

### **Scope:**

The scope of this document applies to all staff.

### **Guideline:**

1. Any and all injuries occurring on duty need to be reported to the Shift Supervisor as soon as possible. If the Shift Supervisor is otherwise unavailable, the report will be made to any other Operations Officer. All paperwork will be filed with the initial report taker. Any injury report will be cause to complete a full medical evaluation, and if the injured personnel does not wish to seek treatment at a hospital, a refusal of treatment/transport will be completed.
2. The Agency employs a Health and Safety Officer. Within their current shift, the report taker will notify the Health and Safety Officer, who will assume control of all reports and paperwork upon their arrival and conduct a thorough review of all associated documentation and make recommendations on corrective, and/or, preventative actions to take, as well as note any “teachable moments”, to be utilized in training in an effort to prevent repeat incidents.
3. Any and all injuries, regardless of severity are applicable for an injury report. The following paperwork will be submitted/collected by the Health and Safety Officer.
  - 3.1. Date, Time, Run Number (if applicable)
  - 3.2. Location
    - 3.2.1. With as much detail as possible. Weather conditions, scene description, location within the building, etc.
  - 3.3. Shift Supervisor’s Name and Rank
  - 3.4. Any Witness’ names & written reports
  - 3.5. Injured person(s) written report
  - 3.6. Treatment rendered by others
  - 3.7. Copy of Patient Care Report (if applicable)
  - 3.8. Brief Description of the event
  - 3.9. Agency Workers Compensation paperwork
    - 3.9.1. To be filed immediately by the injured person(s) and signed by the evaluating

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This document supersedes any documents on the topic dated prior to the effective date noted above.

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physician

4. The injured party is solely responsible for any and all follow up care. Failure of the person injured to partake in any follow up care may result in subsequent denial of a Workers Compensation Claim. Failure of an injured person to follow up may also result in a denial of coverage from Workers Compensation Claims. Any and all Agency representatives are not responsible for ensuring that injured personnel attend to all follow up care. If the injured person fails to notify management at the time of the incident, he/she may also face a denial of coverage. These possible denials are at the mercy of the Workers Compensation insurance company contracted for service with the agency.
5. All Injured Personnel reports will be forwarded to the Business Manager within twenty-four (24) hours of the incident.
6. Refer also to Employee Handbook: Employee handbook is the ultimate resource in the event of conflict with this SOG.
  - 6.1. 4.14 Workers Compensation
  - 6.2. 5.03 Accident Reporting and Investigation

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