## REPORTING ON-DUTY INJURIES AND EXPOSURES

Reporting within 48 hours of injury/exposure occurrence:

The employee's immediate supervisor will report IOD claims to: 1-866-463-2524 (IOD hotline, 24 hours a day, 7 days a week)

Immediately notify the Infection Control Officer of all communicable disease exposures (24/7): 215-686-3290 (office) or, after hours, 215-686-3128 (Radio)

In case of emergency treatment, the employee's immediate supervisor will notify Police Radio and the Commanding Officer of the employee or CIB

Supervisors will issue a referral to the employee's assigned Compensation Clinic and forward copies of referrals to the Safety Office.

Between the hours of 8:30AM and 4PM, Monday through Friday, employees will be treated at the assigned Compensation Clinic.

Outside of the hours listed above, all injuries/exposures will be treated at the emergency room associated with the appropriate Compensation Clinic and follow up at the Compensation Clinic the next business day

When emergency treatment is needed, the employee will be treated at the nearest emergency room and follow up at the assigned Compensation Clinic the first available business day After 48 hours of initial injury/exposure:

Employee's immediate supervisor will report IOD claims to: 1-866-463-2524 (IOD hotline open 24 hours a day, 7 days a week)

Employee prepares memo to his/her Commanding Officer requesting to report to the Safety Office for a referral

Commanding Officer sends memo directly to the Safety Office after approval

Safety Office issues a referral to employee and sends them to the appropriate City Compensation Clinic Recurrence request of previously reported injury:

Employee creates a memo to their Commanding Officer requesting to report to the Safety Office for recurrence.

Safety Office may issue a referral or further advise employee of their rights Preparation of Injury Report (82-S-58):

All on-duty
injuries/exposures will be
reported by the employee
on an 82-S-58 within 2
working days of occurrence
even if no medical
treatment is sought

If employee is unavailable due to injury, preparation of this form will be the responsibility of the first supervisor notified of the injury

Fully completed Injury Reports will be forwarded to the Safety Office within 2 business days of occurrence