

## INJURIES AND ILLNESSES

3854

(No. 16 March 2002)

## CAL FIRE EMPLOYEES

3854.1

(No. 29 March 2006)

Any employee work-related injury and/or illness is reportable when: (a) there was a work-related death of an employee, (b) an employee has lost time from work beyond the employee's work shift at the time of injury, or (c) it results in medical treatment beyond first aid. First aid is described as any one-time treatment, follow-up visit for the purpose of observation of any minor scratches, cuts, splinters, preventive treatment for confirmed communicable disease exposure, or other minor work-related injury, which does not ordinarily require medical care. Such one-time treatment and follow-up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. The injury will be reported on an "Employer's Report of Occupational Injury or Illness" (CAL FIRE 3067), or for inmates, on the "Department of Forestry Report of Inmate Occupational Injury or Illness" (CAL FIRE 3579). If the injured person does not lose time from work or receives none or only first-aid treatment, the injury is non-reportable.

An employee may be a volunteer, Emergency Worker I – VIII, California Conservation Corps Member, or under some circumstances, an inmate or ward. For inmate and ward injuries, [see exhibit](#). Note: Private fire crews and fire engines **are not** considered CAL FIRE employees.

The Compensation and Claims Unit is responsible for auditing the report for accuracy and completeness and for conducting an investigation, if necessary, to determine cause. The findings of any investigation will be forwarded to the incident Safety Officer for preventive action. Information gathered by a Serious Injury or Accident Investigation Team, if one is activated, can be used as a data source for investigating a claim for injury.

The Compensation and Claims Unit must assure that the treating medical facility has all of the information necessary for billing purposes. This includes informing the treating facility of the appropriate State Compensation Insurance Fund (SCIF) office where the claim will be adjusted (the SCIF office assigned to the employee's home administrative unit). This information may be obtained from the region Return to Work Coordinator from the region responsible for the incident.

The injured employee will be given an Employee's Claim for Workers' Compensation Benefits (SCIF 3301) for completion. A Medical Treatment/Return to Work ([CAL FIRE 200](#)) with attached CAL FIRE Physical/Mental Stress Job Description (for safety employees) or the Essential Functions Duties Statement (for non-safety employees) are provided to the treating physician to complete. Information must be obtained from the treating

physician regarding the injured or ill employee's ability to return to limited or full duty. This information will be added to the comments section of the [CAL FIRE-3067/CAL FIRE-3579](#). The Compensation and Claims Unit will initiate action to ensure that the treating physician's recommendations are carried out.

The originals and one copy of all CAL FIRE-3067s, CAL FIRE-3579s, SCIF-3301s and supplemental reports will be mailed daily to the appropriate SCIF office (see above), and to the assigned home Administrative Unit of the injured or ill employee. OSHA recordkeeping responsibilities for recording occupational injuries and illnesses on the OSHA 300 Log belongs to the administrative unit to which the injured or ill employee is assigned once the documentation of the injury/illness has been received. Serious injuries or illnesses will require additional telephone contact with the assigned unit and region offices.

See the 1700 Health and Safety Handbook, Sections [1710 – 1715](#), [1719](#), [1852.5](#), and SAM 2580 for reporting and documentation requirements.

## **INMATES AND WARDS**

**3854.2**

(No. 29 March 2006)

### Wards

The Compensation and Claims Unit is responsible for assuring that the injured or ill ward is given an Employee's Claim for Workers' Compensation Benefits (SCIF 3301) for completion, and a Medical Treatment/Return to Work (CAL FIRE 200) for the treating physician to complete. Any work-related injury and/or illness is reportable when: (a) there was a work-related death of an ward, (b) an ward has lost time from work beyond the ward's work shift at the time of injury, or (c) it results in medical treatment beyond first aid. First aid is described as any one-time treatment, follow-up visit for the purpose of observation of any minor scratches, cuts, splinters, preventive treatment for confirmed communicable disease exposure, or other minor work-related injury, which does not ordinarily require medical care. Such one-time treatment and follow-up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. An "Employer's Report of Occupational Injury or Illness (CAL FIRE 3067) is completed and processed as a reportable claim (or forwarded to the correct processing agency) and an investigation is conducted as to the cause of the injury or illness. If the ward is injured but does not lose time from work, and receives no treatment or first aid treatment only, the injury or illness will be reported as a "non-reportable.

The financial liability for the injuries or illnesses sustained by wards while responding to, during, and returning from a fire suppression incident is assigned as described in the chart for this section ([see exhibit](#)). For more detailed information on county wards, contact the Camp Program Manager from the region in which the camp is located.

Where CAL FIRE has the processing responsibility, the original and one copy of the [CAL FIRE-3067](#) and SCIF-3301 will be mailed to the appropriate SCIF office. Copies will be given to the custodial Agency Representative having authority for the care of the ward. Copies of all documentation will be mailed to the CAL FIRE home administrative unit responsible for the camp where the ward is assigned. OSHA recordkeeping responsibilities for recording occupational injuries and illnesses on the OSHA 300 Log belong to the home administrative unit for the camp where the ward is assigned once the documentation of the injury/illness has been received.

The Compensation and Claims Unit Leader will be responsible for coordinating all activities relating to the treatment of the injured or ill ward with the Agency Representative, the treating facility, and the region office responsible for the incident. Information must be obtained from the treating physician regarding the injured or ill ward's ability to return to limited or full duty. This information will be added to the comments section of the CAL FIRE-3067. The custodial Agency Representative will initiate action to ensure that the treating physician's recommendations are carried out.

### Inmates

The Compensation and Claims Unit is responsible for assuring that the injured or ill inmate is given an Employee's Claim for Workers' Compensation Benefits (SCIF 3301) for completion, and a Medical Treatment/Return to Work ([CAL FIRE 200](#)) for the treating physician to complete. Any work-related injury and/or illness is reportable when: (a) there was a work-related death of an ward, (b) an inmate has lost time from work beyond the inmate's work shift at the time of injury, or (c) it results in medical treatment beyond first aid. First aid is described as any one-time treatment, follow-up visit for the purpose of observation of any minor scratches, cuts, splinters, preventive treatment for confirmed communicable disease exposure, or other minor work-related injury, which does not ordinarily require medical care. Such one-time treatment and follow-up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. A Department of Forestry Report of Inmate Occupational Injury or Illness ([CAL FIRE 3579](#)) is completed and processed as a "Reportable" claim (or forwarded to the correct processing agency) and an investigation is conducted as to the cause of the injury or illness to the inmate. This form must be printed on BLUE paper as per the California Code of Regulations. If the inmate is injured but does not lose time from work or only receives none or first aid treatment the injury or illness will be reported as a "non-reportable."

The financial liability for the injuries or illnesses sustained by inmates while responding to, during, and returning from an incident is assigned as described in the chart for this section ([see exhibit](#)). For more detailed information on county inmates, contact the Camp Program Manager from the region in which the camp is located.

Where CAL FIRE has the processing responsibility, the original and one copy of the CAL FIRE-3579 and SCIF-3301 will be mailed to the appropriate SCIF office. Copies will be given to the custodial Agency Representative having authority for the care of the inmate. Copies of all documentation will be mailed to the CAL FIRE home administrative unit responsible for the camp where the inmate is assigned. OSHA recordkeeping responsibilities for recording occupational injuries and illnesses on the OSHA 300 Log belong to the home administrative unit for the camp where the inmate is assigned once the documentation of the injury/illness has been received.

See the 1700 Health and Safety Handbook, [Sections 1710 – 1715, 1719, 1852.5](#); see Sections [6200 and 6250 of the CAL FIRE – CYA Camp Operations Handbooks](#), and SAM 2580 for reporting and documentation requirements.

## **CATASTROPHIC INJURIES**

**3854.3**

(No. 24 February 2005)

Catastrophic injuries are major injuries that require special handling such as serious burns, disfigurement or dismemberment, or in-patient hospitalization for more than 24 hours for other than medical observation, to one or more individuals. When catastrophic injuries occur, the Compensation and Claims Unit is responsible for immediately notifying the region office in the region where the incident exists. The region office will notify the Cal OSHA office immediately and may use the OSHA toll-free central telephone number, 1-800-321-6742.

Reports and related documentation will be processed the same as for other “Reportable” claims as described above, except the Employer’s Report of Occupational Injury or Illness or Department of Forestry Report of Inmate Occupational Injury or Illness ([CAL FIRE-3067](#) or [CAL FIRE-3579](#)) and Employee’s Claim for Workers’ Compensation Benefits (SCIF-3301) will be faxed to the appropriate State Compensation Insurance Fund office where the claim will be adjusted (the SCIF office assigned to the employee’s home Administrative Unit) and the Compensation and Claims Unit will telephone the appropriate SCIF office as well. Once notified of the catastrophic injury, SCIF will assign a Catastrophic Injury Specialist to the claim.

See the 1700 Health and Safety Handbook, [Sections 1710 – 1715, 1852.5, and SAM 2580](#) for reporting and documentation requirements.

## **DEATH OF EMPLOYEE**

**3854.4**

(No. 24 February 2005)

When the death of an employee occurs, the Compensation and Claims Unit is responsible for immediately notifying the Region Office in the Region where the incident exists. The region office will notify the local Cal OSHA office immediately and may use the OSHA toll-free central telephone number, 1-800-321-6742.

Reports and related documentation will be processed the same as for other Reportable claims as described above, except the Employer's Report of Occupational Injury or Illness or Department of Forestry Report of Inmate Occupational Injury or Illness (CAL FIRE-3067 or CAL FIRE-3579) will be faxed to the appropriate State Compensation Insurance Fund office where the claim will be adjusted (the SCIF office assigned to the employee's home administrative unit).

See the 1000 Personnel Handbook, [Appendix to Section 1030, Department Funeral Guide](#), and SAM 2580 for reporting and documentation requirements.

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