

FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT FIRST REPORT OF INJURY OR ILLNESS	POLICY NUMBER 17.09
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17.09.01 PURPOSE

To establish policy concerning the reporting of on-the-job injuries and injuries suffered by non-employees while in custody or on Division premises.

17.09.02 POLICY

It is the policy of the Florida Highway Patrol to timely report all on-the-job injuries and to comply with the Florida Workers' Compensation Law, Section 440.185(2), Florida Statutes and to maintain a reporting procedures for non-employees who are injured while in custody or on Division premises.

17.09.03 OBJECTIVES

- A. To ensure that all employees comply with notification procedures when reporting on-the-job injuries.
- B. To ensure proper completion and submission of the "First Report of Injury or Illness" report and "Supervisor's Investigation Report" by the appropriate supervisor.
- C. To ensure that all employees comply with the Florida Workers' Compensation Law, Section 440.185(2), Florida Statutes.
- D. To ensure that all injuries suffered by non-employees while in custody or on Division premises are properly documented.

17.09.04 RESPONSIBILITIES

- A. Any employee receiving an on-the-job injury must report the injury to the on-duty or responsible supervisor immediately, or if not practicable, within 24 hours.
- B. The on-duty or responsible supervisor is responsible for notifying the Troop Watch Supervisor, initiating an investigation and completing the "First Report of Injury or Illness" (Form DFS-F2-DWC-I).

17.09.05 PROCEDURES

- A. EMPLOYEE INJURIES

The Florida Workers' Compensation Law requires that within seven days of actual knowledge of an injury or death, the employer must report the accident to the carrier using the prescribed "First Report of Injury or Illness" (Form DFS-F2-DWC-1) (For carrier, forms and additional step-by-step information refer to DHSMV Workers' Compensation site on the SafetyNet at the following web address: <http://safetynet/bps/BMS/Pages/WorkersCompensation.aspx>).

B. NON-EMPLOYEE INJURY (Not as a result of a Use of Control)

In the event an incident occurs in which a non-employee is injured, however slight, while in custody or for any other reason while on Division premises (including all real property controlled by the Division, motor vehicles, and aircraft) or resulting from any actions taking place as a result of contact with a member, the member shall notify the appropriate supervisor immediately. The member shall complete an appropriate report of the incident detailing the circumstances which led to the injury and actions taken by the member after the injury occurred, prior to the end of the work shift. The supervisor shall conduct an appropriate investigation of the incident, prior to the end of the work shift. The completed investigative report shall be forwarded via the chain of command to the Office of Professional Compliance and the member's appropriate Chief. The Troop Commander shall forward a copy of the completed investigative report to the Troop Legal Advisor.