

	West Fargo Fire & Rescue Policy and Procedure			Authorized by: D. Fuller Fire Chief
	Subject: NEAR MISS AND INJURY/ILLNESS REPORTING			
	Section: ADMIN	Date Authorized:	Date Reviewed:	
	Number: 132	11/1/2017		

Intent

The intent of this Policy is to outline procedure to be taken when a near miss incident or actual incident occurs.

Definitions

Near Miss: An unintentional unsafe occurrence that could have resulted in an injury, fatality, or property damage if not for fortunate break in the chain of events.

Injury: The result of an intentional or unintentional action where a member of the department receives bodily injury as the result of on duty actions.

Illness: The result of an intentional or unintentional action where a member of the department becomes ill as a result of on duty actions.

Near Miss Reporting Card: A card to be filled out by those who were involved or witnessed the near miss event.

Near Miss Report: A report to be completed during an investigation by the Captain and a Safety Officer. The intent to define contributing factors and the root cause. This form will be used by the command staff of the department to address corrective factors.

Injury/Illness Report: A report to be completed during an investigation of contributing factors and root cause of an injury or illness.

Policy

When a fire department member or fire department equipment (to include apparatus) is involved in a near miss or actual accident resulting in injury/illness, the Assistant Fire Chief shall form a committee of a Fire Dept Safety Officer and Captain to complete an investigation. The investigation shall use the Near Miss Report or the Injury/Illness Report to make an official record of the occurrence.

The investigation shall identify the contributing factors and root cause of the occurrence. A recommendation of corrective actions shall be forwarded to the command staff of the fire department for implementation in policy/standard operating guidelines/training or modification to existing equipment.