

# West Sand Lake Fire District #1

## Light Duty Guidelines

### Purpose

This SOG explains the process used for an injured member to maintain a working status in a Light Duty capacity.

### Scope

This SOG deals with both on the job and off the job injuries to West Sand Lake Fire Department members where they are capable of providing service to the department during their rehabilitation of an injury in a capacity that is not considered their normal duties.

### On Duty Injury

Members are covered by the department's Worker's Compensation plan against injuries and illnesses. The law provides for payment of medical expenses and, under certain circumstances, compensation for the loss of income.

- To establish entitlement, ***it is mandatory that every job-related injury or illness, regardless of severity, be immediately reported to a Line Officer, and a written report be prepared and submitted to the Fire Chief and the designated Safety Officer.*** If the injury or illness results in the member not being cleared for duty, then the appropriate Worker's Compensation form will also be completed.

### Off Duty Injury

If a member is injured in a non-duty-related accident and out of work for 3 days or more as a result, they must notify a Chief Officer within 72 hours of the injury or as soon as possible.

If a member falls ill and as a result is out of work for 5 days or more, they must notify a Chief Officer as soon as possible.

## **Not Cleared for Duty**

At the time that the Chief Officer is notified of one of the above conditions, the member is considered to be not cleared for duty; he or she must then submit a copy of the Doctor's Release for Work form stating whether they can be placed on light duty, and/or to return to full duty.

Members who are not cleared for duty may be at the station to participate in meetings. They may also be at the station to attend training, or other activities, but only as an observer.

## **Light Duty**

Work responsibilities that are beneficial to the Fire Department, yet are non-strenuous and meet the intent of the treating physician's orders are considered to be "light duty."

Upon receipt of the Doctor's Release for Work, the member may participate in light duty activities with the approval of the Fire Chief and designated Safety Officer.

### ***Special Note:***

*The intent of this section is to protect the member from potential loss of benefits. If a member is collecting benefits from an "On Duty Injury"; members are advised to abstain from participation in all activities.*

### **Light duty may consist of the following unless otherwise agreed upon by the Chief and Member's Physician:**

- a. The member shall not respond to any incident scene, or be on any fire department vehicle.
- b. The member MAY respond to the station without the use of blue lights, and may perform the following tasks under the restrictions as authorized by their treating physician.
  - i. Operating the radio equipment in the apparatus bay.

- ii. General Office Tasks: Filing, Phone and Radio Assignment
  - iii. Computer Related Work and Correspondence
  - iv. Public Education
    - Verbal Presentations only
  - v. Making refreshments for extended calls.
  - vii. Attendance and participation at meetings.
- c. The member may be at the station for training or other activities, but only as an observer, and under the same restrictions as authorized under their light duty.

If the member's light duty extends beyond two weeks, a review of the situation with the member, Fire Chief and designated Safety Officer may be required.

## **Sick Leave**

Members who are on sick leave from their usual employment are considered "not cleared for duty" for the duration of said leave. The Fire District will not tolerate the use of employee sick leave benefits in an effort to improve attendance at alarms and other functions.

## **Full Duty**

The member can return to full service after the doctor's release stating they are medically cleared is submitted to the Chief and designated Safety Officer.

## **Enforcement**

Failure to comply with the above set guidelines will result in immediate suspension until such time that a medical note is received and the Board of Fire Commissioners revokes suspension returning the member to active status.

**Revised: August 20, 2012**

## DOCTORS RELEASE FOR WORK

I certify \_\_\_\_\_ was injured on \_\_\_/\_\_\_/\_\_\_\_. I have received a copy of the employee's job description including the written physical requirements.

As of \_\_\_ / \_\_\_ / \_\_\_\_\_, the employee is cleared for the following:

**Regular Duty**                     

**Modified Duty**                     

**Not Cleared for Duty**             

I certify the above employee can perform the described duties as follows:

- Without any restrictions (100%)
- With restrictions of:
  - 1. No climbing
  - 2. No prolonged standing or walking
  - 3. No bending or stooping
  - 4. Work at ground level only (firm footing)
  - 5. One-handed work only
  - 6. One-handed work mainly
  - 7. Sitting down work only
  - 8. No work around moving machinery
  - 9. Weight lifting restrictions
    - 0 – 15 pounds
    - 15 to 35 pounds
    - 35 to 50 pounds
  - 10. Medication – While on prescribed medication, employee should not engage in any type of hazardous activity.
  - 11. Other \_\_\_\_\_

Estimated period of restriction for regular work:

\_\_\_\_\_

Next scheduled examination:

\_\_\_\_\_

Comments:

\_\_\_\_\_

Certified by:

Signature

Print

Medical Facility \_\_\_\_\_

Address \_\_\_\_\_

Street Number

City

State

Zip

Telephone (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_