

## WHAT TO DO IF YOU ARE INJURED ON DUTY

This is the information you will need in the event that you are injured while on duty. We have included all forms that you need to fill out. We hope this information will be helpful to all members.

As always if you have any questions or concerns about your IOD do not hesitate to contact IOD Chair Vinny Ventresca.

**If you are injured in any capacity while on Duty, or have a Duty related episode sometime after your shift has ended, you should do the following:**

**Step 1. You must immediately seek the appropriate medical attention.**

- + Obtain the proper medical care for any and all injuries
- + Seek medical attention for ALL injuries no matter how minor, a minor injury may manifest itself into something worse
- + You may go to any emergency care center of your choosing
- + For **ALL IOD** billing use your Social Security number as your ID #
- + Have all bills sent to-  
Division of Compensation and Benefits  
Attn: Heather  
1014 City Hall  
Buffalo, NY 14202
- + If you go to ECMC they will forward all the proper hospital paperwork to headquarters

### IMPORTANT!!!

If you go to any ER other than ECMC or to an Urgent Care Center, you **MUST** obtain the Doctor or PA's hand written notes (you may have to return days later to receive this information)I would also suggest getting a copy of your chart and your discharge report as this information must be given to the Deputy at headquarters, along with all injury paperwork. Again, ensure that you use your

social security number as your ID # and have all bills sent to City Hall.

**Step 2. You must ensure that all proper paperwork has been filled out on your behalf. There are 4 important documents that must be filled out.**

1. F-51 BFD Preliminary Report of Sickness or Injury(show document)
2. NYS Fire Service Casualty Report(show document)
3. F-8 filled out by the member explaining the injury(show document)
4. F-8 filled out by the witness giving their detailed statement(show document)

Other documents for specific situations include:

F-51-1 BFD Infectious Exposure Form

This must **ONLY** be filled out if the exposure has **CAUSED** the injury that is being written up at that time.

Example: smoke inhalation that injures the lungs, chemical burn to the skin, etc...

F-51-1 should be filled out **SINGULARLY** when there is an exposure that could **LEAD** to an injury in the future. Example: exposure to blood that could cause the member to develop a disease in the future(show form)

**Step 3. You must ensure that all the proper documentation and forms are received by Headquarters.**

**Step 4. The Deputy, having received the information from the member, makes a determination as to the approval or denial of the injury.**

You may be placed on sick leave and be required to see Dr. Hughes or his designee during their regularly scheduled work hours. Dr. Hughes or his designee will make a recommendation to the Deputy as to the injury being job related and to the ability of the member to perform light duty assignments.

**Step 5. You will receive a determination from the Deputy.**

**A. If the IOD is approved:**

You should then be reimbursed any sick time used. You should work with your doctor and/or the city doctor to ensure they are receiving the proper care. At this time if you are not able to see your personal physician for whatever reason, you may go to an urgent care center, including Pulse Occupational Health and have your injury cared for by said facility. Hopefully, you will heal and return to work at the proper time to Full duty.

**At no time, however, should a member who is recovering from an injury be considered or placed in a Light/Ultra-Light Duty assignment. Period!**

The City has attempted to do this and the Union has consistently fought this attempt. But remember, if your doctor does not think you can work a light duty assignment, he must state so explicitly and provide the medical reasons.

If the City wants to place you on light duty it must notify you. Please see the 4 attached forms on Duty assignments. Contact Vinny Ventresca immediately when the City states it will be seeking to return you to light duty or when the City presents you with light duty forms to take to your Doctor so that we can help you fill them out properly. That includes if you cannot see your own doctor and go to an urgent care center.

However, if City doctor recommends you for light/ultra-light duty, and you are not able to obtain conflicting medical from your Doctor, you must obey the Commissioner or his designee and report

to work as directed.

If you are forced to report for Light/Ultra-Light Duty contact Local 282 ASAP.(show forms)

**B. If your IOD is denied:**

The City is required to provide to you with a detailed reason as to why your IOD has been denied and provide you with ALL of the medical records it relied upon in making the determination, including doctor's notes. The union is supposed to receive a detailed reason as to why the member has been denied but you should forward a copy to Local 282 also.

If the City does not provide the reason for the denial or the required medical documentation, Local 282 will move for a hearing to make the City comply with the IOD policy.

If you receive the detailed reason for the denial and all medical documentation that was relied upon, then you can decide if you want to contest the Commissioner's decision to deny your IOD. If you want to contest the Commissioners decision, please come to the Union Office and file for a hearing.

Local 282 will determine if there is merit to the claim that the City improperly denied IOD coverage. If Local 282 is in agreement with the member that the IOD was improperly denied, we will request a hearing. If the injury was not denied in a timely manner, Local 282 will move for automatic approval. However, the member will be responsible for any amounts charged by his Doctor in providing an opinion or appearing at a hearing. This will be discussed more thoroughly with you when you speak with a Local 282 representative.

**Remember**, if you are injured in any capacity while working, if you are injured while you are on duty, or you have an injury related to work after the completion of your shift- PLEASE seek and ensure that you receive the proper medical treatment. Ensure that everything is properly documented and ALL paperwork is correctly filled out. If you have any questions or concerns contact Local 282 ASAP. Thank you.