

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATIVE GUIDELINES**

Part: Administration and Operational Procedures

Subject: Reporting Incidents, Injuries, and Near Misses

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Section: 1-2-29

Effective Date: 02-23-09

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29.01 Purpose. To provide personnel with guidance for reporting Incidents, injuries, and near miss incidents

29.02 Goal. Is for all personnel to report Incidents, injuries, and near miss incidents while perform job related duties specific to TFD. Information provided will be used to prevent injuries and protect the lives of other firefighters by providing a central repository for lessons learned, collected information will be used to assist in formulating strategies to reduce the number of firefighter injuries and fatalities, and by fostering a safety-focused culture that recognizes errors as an inherent part of human behavior.

29.03 Definitions:

Incident – Defined as an unintended action/behavior preceded by unsafe act(s) or conditions resulting in personal injury and/or property damage.

Injury – Defined as any physical damage to the body caused by violence or Incident.

Near Miss – Defined as an unsafe, unintentional occurrence that could have resulted in an injury, fatality or property damage but only for a fortunate break in the chain of events prevented a injury, fatality or property damage.

Personnel – Refers to officers, fire fighters, associate personnel of Emergicare, dispatchers, office employees and personnel of the board.

29.04 Guideline. Personnel shall report incidents related to, but not limited to the following situations:

- A) Incidents – Personnel shall report Incidents involving TFD apparatus and personnel vehicles when damage occurs directly related to duties involving TFD whether responding to or returning from calls for service, in or out of station training, public relations incidents, and station fund raisers.

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All crashes involving TFD apparatus will be reported to law enforcement so that a proper report will be filed.

- B) Injuries – Personnel shall report incidents where personnel of TFD, Emergicare, or other persons are injured during performance of duties that occur during one of the following, but are not limited to:
- 1) Work nights
  - 2) Training sessions
  - 3) Controlled burns
  - 4) CVTC or other specialized Training
  - 5) Crash scenes
  - 6) Station/Department Fund Raisers
  - 7) Station work
  - 8) Incidents which TFD are dispatched.
- C) Near Miss – Personnel shall report incidents where personnel of TFD and Emergicare are involved in incidents that could have resulted in damage to property, injury to personnel or the general public during any of the situations cited under injuries.

**29.05 Collected Information will be used by:**

- A) Educating personnel of the fire service community by learning from other firefighters.
- B) Training officers in training drills.
- C) The fire service community who will receive bulletins, program reports and alerts depending on the urgency of the information collected.
- D) Training academies that are incorporating near-miss reports in building curriculum.
- E) Fire service associations who are using reports as part of an improved emphasis on safety to their personnel.
- F) Manufacturers who will be notified when reports are received regarding performance issues with equipment.