



VERNON

EMERGENCY MEDICAL SERVICES

Station 1

164 Breakneck Road
Highland Lakes, NJ 07422

Station 2

3 Baldwin Drive
Vernon, NJ 07462

Station 3

1 Drew Mountain Road
Sussex, NJ 07461

Effective Date: December 21 st 2019	
Subject: Injury – Workman’s Compensation	
Last Revised: 08/2020	Last Reviewed: 09/2024
Issued By: Chief Kevin Duffy	

I. PURPOSE

The purpose of this policy is to provide guidance on the procedures for reporting and managing non-bloodborne work-related injuries and illnesses among Vernon Emergency Medical Services (VEMS) personnel. This policy ensures that members receive appropriate medical attention and that all work-related injuries are documented and processed for workers' compensation claims.

II. SCOPE

This policy applies to all VEMS personnel who experience a work-related injury or illness during the performance of their duties. It provides guidance on the process for reporting injuries, seeking medical care, and ensuring compliance with workers' compensation regulations.

III. POLICY STATEMENT

VEMS is committed to ensuring the health and safety of its personnel. In the event of a non-bloodborne injury or illness that occurs in the workplace, VEMS personnel are required to follow the procedures outlined in this policy to report the incident, seek appropriate medical care, and file for workers' compensation benefits as needed.

IV. INJURY REPORTING AND MEDICAL CARE

Section 1: Reporting Non-Bloodborne Injuries

- All non-bloodborne injuries must be reported to the VEMS Chief or relevant personnel as soon as possible following the incident.
- Personnel must complete an incident report detailing the nature of the injury, how it occurred, and any witnesses present. The report should be filed on the same day as the incident if possible.
- The incident report should include specific details about the injury, such as whether it involved lifting, slips, falls, strains, or equipment-related injuries.

Section 2: Active-Duty Injuries

- If a crew member is injured while performing their duties, they must notify their crew chief or a member of the leadership team and be seen by a doctor. The designated hospital for treatment is Newton Medical Center, Newton, New Jersey, unless the injury dictates otherwise (e.g., trauma, burn).
- Members must not seek medical attention on their own without notification. If a member goes to the hospital without informing the leadership team, they may be financially responsible for the visit.
- An incident report must be filled out as soon as possible after the injury.

Section 3: Seeking Medical Attention

- In the event of an injury, personnel must seek medical attention at a designated workers' compensation medical facility or the nearest hospital, depending on the severity of the injury.
- For minor injuries, members are encouraged to visit an approved provider for evaluation. In the case of an emergency or serious injury, personnel should proceed to the nearest emergency room or urgent care facility.
- Personnel should notify the healthcare provider that the injury is work-related so that proper documentation is provided for workers' compensation claims.

Section 4: Follow-Up Care and Return to Work

- Personnel who are treated for work-related injuries must follow the prescribed treatment plan, including attending follow-up appointments and any rehabilitation required.
- A physician must provide clearance before the employee can return to full duty. This clearance must be provided to the VEMS Chief or relevant personnel before resuming work.
- VEMS will accommodate light-duty work assignments if the physician recommends temporary restrictions due to the injury.

V. WORKER'S COMPENSATION CLAIMS

Section 1: Filing a Workers' Compensation Claim

- Once the injury has been reported and medical care sought, the injured member must complete all necessary workers' compensation forms, which will be submitted to the VEMS Chief and processed through Vernon Township's workers' compensation insurance.
- The Chief or designee will assist the injured member with filing the claim and ensure all relevant documentation is submitted to the workers' compensation carrier.

Section 2: Documentation and Record-Keeping

- All documentation related to the injury, including incident reports, medical evaluations, and workers' compensation forms, must be submitted to VEMS administration and retained in the member's confidential file.
- The injury and workers' compensation claim will be documented for compliance with state and federal regulations.

VI. INCIDENT EVALUATION AND PREVENTION

Section 1: Investigating Non-Bloodborne Injuries

- Every reported injury will be reviewed and investigated by the VEMS Chief or Operations staff to determine the cause of the incident and whether changes in workplace procedures or safety protocols are needed.
- If the injury was due to equipment malfunction or an unsafe working condition, the situation will be addressed immediately to prevent further incidents.

Section 2: Preventative Measures

- VEMS will conduct regular safety training and provide updated guidelines on best practices for lifting, using equipment, and avoiding workplace hazards to minimize the risk of injuries.

VII. COORDINATION WITH BLOOD-BORNE PATHOGEN POLICY

For any injuries involving exposure to blood or other potentially infectious materials, personnel must refer to and follow the procedures outlined in the VEMS Blood-Borne Pathogen Policy (Bloodborne Pathogens). Injuries that fall under that policy should be managed separately in compliance with blood-borne pathogen exposure protocols.

VIII. COMPLIANCE AND ENFORCEMENT

Section 1: Personnel Compliance

- All VEMS personnel are required to follow this policy when reporting and managing work-related injuries and illnesses.
- Failure to report injuries or seek timely medical care may result in disciplinary action.

Section 2: Leadership Responsibility

- VEMS leadership is responsible for ensuring that all injury reports are investigated and that appropriate measures are taken to prevent similar incidents. Leadership must also ensure timely submission of workers' compensation claims.

Note: Further details on township policy regarding workers' compensation claims and reporting can be found in the document titled "**Workers Compensation Claims and Reporting Guidelines**" dated **12/19/2022**. This policy can be requested for review.