

Reporting Injuries

#A-054

Date: 9-25-2003

Guidelines:

- 1) When any member(s) of the Union Vale Fire Departments is(are) injured it will be the duty of the Fire Chief or his/her assistant to make a report using the VF-1 (incident report form) or the VF-2 form immediately. The VF-1 form is used to notify the District Secretary and must be in the District Secretary's possession within 10 days of the injury. The VF-2 is the form used by either the Chief or the District Secretary to report the injury to the New York State Worker's Compensation Board within 10 days and can be used by the Chief instead of the VF-1.
- 2) The VF-3 is usually sent to the injured member by the insurance company and is used by the injured to be compensated for their loss of income when and if any.

Procedures:

Follow the Volunteer Firefighters' Benefit Law:

Step 1: **PREPARE A RECORD OF ALL ACCIDENT**

The law requires all fire districts to keep a record of all injuries sustained by their volunteer firefighters in the course of duty. Use the VF-1 or a similar form approved by the Union Vale Fire District Board of Commissioners.

- **VF-1: Use for every incident.** Use even when there are initially no apparent injuries or medical needs. This will be for future reference. **Do not forward to insurance company or State Worker's Compensation Board.** This document is always only for the District's internal records.

Step 2: **REPORT OF ACCIDENT OR INJURY**

In addition to completing a VF-1, the following forms may be necessary:

- **VF-2:** This form is the actual report of loss for the insurance carrier. A claim cannot be set up unless a signed and completed VF-2 is received. Please note that **failure to file a VF-2 within 10 days is a misdemeanor.** It is used for any accident or injury in which a volunteer firefighter requires medical treatment beyond ordinary first aid and medical bills resulting from such treatment. The injured party's social security number must be completed for proper filing.