

Timbrook Public Safety Center
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TO: All Fire & Rescue Supervisors
FROM: Scott Kensinger, Deputy Chief
RE: Incident Investigation Procedure/Form
DATE: March 16, 2015

INFORMATIONAL BULLETIN IB-15012

The City safety committee has developed a new "Incident Investigation Form". This form shall be filled out for **ALL** on-the-job injuries or for anytime an employee calls the 24/7 nurse triage line to report a Workers' Compensation claim. This form should be utilized in conjunction with the "Reporting a Work Injury Form".

All forms are linked on the department internal website under "Personnel and Vehicle Accidents" tab and will be placed in the Admin/Bat vehicles as well.