

BULLETIN

NO: 22-149
DATE: September 15, 2022
TO: All Fire Department Employees
FROM: Robert Logan, Deputy Fire Chief, Employee Services
SUBJECT: Minor Injury Report – RM-1568 (Rev 4-15)

The Minor Injury Report, form RM-1568 (Rev 4-15), is used to record any minor work-related injury or illness (e.g. cuts, bruises, strains, bumps) that do NOT require medical treatment.

The Minor Injury Report is a citywide form that can be located on the City's intranet at <https://citynet.sandiego.gov/sites/default/files/minorinjuryrpt.pdf> and is titled "Minor Injury, Report of."

A sample of form RM-1568 (Rev 4-15) is attached for reference. The form should be filled out completely by the employee and their immediate supervisor within 24 hours of the time of injury.

Supervisors Instructions:

- Complete the Minor Injury Report *within 24-hours* of the time of injury.
- Ensure both the Supervisor and Employee Signature and Date fields are complete.
- Provide the employee a copy of the completed report for their records.
- Submit the original via interoffice mail to Angelica Guzman at MS-604.
- To ensure delivery, a copy can also be emailed to AGuzman@sandiego.gov.
- Do **NOT** send copies to Risk Management. Employee Services maintains a copy in the employee's medical file.

For injuries or illnesses that require medical treatment, employees must complete the San Diego Fire-Rescue Department Injury Report packet (blue envelope).

Please contact Angelica Guzman at (619) 533-4315 if there are any questions.