

Montana Department of Natural Resources and Conservation

Instructions—Work Related Injury and Occupational Disease Reporting

All DNRC personnel, including Emergency Fire Fighters (EFF) must fill out a [DNRC Report of Incident](#) form for every on-the-job injury. This form when submitted protects the employee's right to benefits in the event a seemingly minor injury develops into a more serious condition.

EFF's Injuries - DNRC management must be notified immediately. Failure to report correctly will result in DNRC Management to question the injury. This could cause delays and result in a possible insurer denial.

Employees: Seek medical attention, then notify the supervisor/DNRC contact of any on-the-job injury IMMEDIATELY.

Supervisors:

1. Direct and encourage the employee to seek immediate medical treatment
2. Contact Matt Chambers, DNRC Occupational Health & Safety Manager (OHSM) (406) 444-2079 office or (406) 461-8313 cell within 24 hours of the injury. Inform him of all the details who, what, when and where (include Injured Employee's contact information)
3. Email [DNRC Report of Incident](#) to (matthew.chambers@mt.gov). The DNRC OHSM will file a First Report of Injury claim with Montana State Fund and send a confirmation email. This confirmation email will include a claim number and additional details to the supervisor and employee.
4. If Matt is not available, fill out the DNRC Report of Incident and fax it to Human Resources:(406)444-1357 within 24 hours of the injury. An HR specialist will file the claim with the Montana State Fund.

It is the DNRC Supervisor's responsibility to:

- Report the injury to Matt Chambers within 24 hours via phone or email or
- Submit the report directly to Human Resources via fax within 24 hours of the injury and notify Matt Chambers that a report has been filed as quickly as possible.

If on fire assignment, the employee's supervisor is his/her immediate supervisor at the incident. If the immediate supervisor is not a DNRC employee, the incident should contact the employee's Home Unit and the DNRC Occupational Health & Safety Manager (OHSM) as soon as possible. The DNRC OHSM will file the claim with the Montana State Fund.

- A hard copy of the [DNRC Report of Incident](#) may be obtained from any DNRC Office.
- To print a copy of the form, go to the DNRC website: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>. Scroll down to Fire Finance Information & Forms Click on DNRC Report of Incident form. You will not be able to file online. Print the form, fill out, and send to the DNRC OHSM at matthew.chambers@mt.gov or fax to Matt Chambers at (406) 444-1357.