

# Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Physical Exam policy

Date Issued: November 11, 2014

Date Effective: November 11, 2014

Revised: January 2020 – format only

Review Date: January 2020

**PURPOSE:** The purpose of this policy is to ensure that all active fire fighters in the Jay Fire Department have a physical once a year.

**POLICY:** It shall be the policy of the Jay Fire District to provide an annual medical exam to the members of the Jay Fire Department. The purpose of the exam is to provide early medical intervention and to determine whether the member is fit for duty.

1. All members shall submit to a medical exam once a year.
2. A potential member shall submit to a medical exam before being approved for membership.
3. Medical exams will be conducted by the provider designated by the Board of Fire Commissioners.
4. A medical work order form will be issued to each member so they may schedule their medical exam.
5. Medical exams must be completed prior to December 1<sup>st</sup> of each year.
6. Members who fail to get their medical exam completed by December 1<sup>st</sup> will be placed on suspension from incident response and training activities until the medical exam results have been received by the fire district.
7. Medical certification for members of the fire department will be kept on file by the Fire District. Medical records will be kept on file by the provider.
8. The Fire District reserves the right to require a fitness for duty medical exam by the contract medical provider.

By Order of Board of Fire Commissioners - Jay Fire District

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Chairman Board of Fire Commissioners