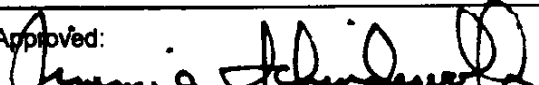


Department of Public Works and Engineering

Subject: ACCIDENT OR ILLNESS RESULTING IN HOSPITALIZATION OR DEATH OF AN EMPLOYEE WHILE ON DUTY	Departmental Policy 3-13
	Effective Date: Upon Approval
<p>I. Purpose</p> <p>To establish uniform standards for reporting an accident or an illness resulting in hospitalization or death of an employee.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>A. Initial responsibility for handling accidents which result in hospitalization or death rests with the first person on the scene as well as the supervisor or manager.</p> <p>B. In the case of death contact with the family should be made by someone at or above the Assistant Director level and should be done in person if at all possible.</p> <p>IV. Responsibility</p> <p>A. The individual or supervisor on the scene will:</p> <ol style="list-style-type: none">1. Render emergency first aid, remain with the victim and control the situation until help arrives.2. Call the emergency ambulance (911). Render assistance to the Emergency Medical Technician, and accompany employee to the hospital, if necessary.3. Secure the name and address of all witnesses.	
Approved: 	Date Approved: 8-1-95

Department of Public Works and Engineering

4. Call the Manager/Supervisor, providing personal history data concerning the employee.
5. Report the accident to the City Safety Office (568-3780) and the Department of Public Works and Engineering Safety Office (641-7842).
6. Call the Police (911) if the injury resulted from an on-the-street accident or as a result of conflict or a deliberate act of violence producing injury.
7. In the case of death, the police should always be notified regardless of the circumstances. The police should be informed of the facts or circumstances, if known, and assistance should be rendered to the Medical Examiner, if necessary.

B. The Manager/Supervisor will:

1. Assist or relieve the individual delivering first aid and obtain the facts of the accident from the victim or witness, if possible
2. Inform the Assistant/Deputy Director of the situation.
3. Notify the employee's next of kin by telephone of the accident or illness. Inform him/her of the hospital the employee has been taken to; provide information, if known, about the accident or illness, and offer to assist the family.
4. In the case of death, the family will be notified by the Assistant/Deputy Director. Information concerning the location, time and cause of death should be conveyed to the Assistant /Deputy Director by the Manager/Supervisor.

C. The Assistant Director/Deputy Director will:

1. Inform the Director and the Public Works and Engineering Public Information Officer.

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IN HOSPITALIZATION OR DEATH OF AN
EMPLOYEE WHILE ON DUTY**

Department Policy 3-13

Effective Date: Upon Approval

Page 2 of 3

Department of Public Works and Engineering

2. Contact the Legal Department, if necessary, and assemble the required report (247-2050).
3. Contact the Department of Public Works and Engineering 's Security Section (654-2250).
4. In the case of death, request Police to accompany the Assistant Director/Deputy Director to contact the next of kin.

Inform the employee's family of the death and the facts surrounding the accident, if known. Advise the family where the body has been taken so they can make arrangements. Offer assistance, if requested.

Proper respect should be paid to all employees who suffer death while employed by the City. Such respect will include establishing personal contact with the family and providing assistance and guidance when necessary or requested. Employees who can be excused from their duty station are encouraged to attend funeral services.

The policy contained herein is a minimum requirement and should not be construed as a limit to the obligation of Supervisors and Managers to the employee or to the employee's family.

IV. Compliance

Adherence to the above policy is mandatory. Any employee who violates this policy will be subject to disciplinary action up to and including indefinite suspension.

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Page 3 of 3