


<b>Subject: ON-THE-JOB ACCIDENT/ILLNESS RESULTING IN HOSPITALIZATION OR DEATH OF AN EMPLOYEE AND OFF DUTY DEATH OF AN EMPLOYEE</b>	Departmental Policy No. 3-13	
	Effective: <b>Upon Approval</b>	
<p><b>I. Purpose</b></p> <p>To establish uniform standards for reporting an accident or a serious illness resulting in the hospitalization or death of an employee.</p> <p><b>II. Scope</b></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><b>III. Policy</b></p> <p>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.</p> <p>Initial responsibility for handling on the job accidents that result in hospitalization or death rests with the first person on the scene as well as the supervisor or manager.</p> <p>In the case of an on-the-job death or serious accident/illness, 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>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</p> <p><b>IV. Stage One - Immediate Response</b></p> <p>A. When death or serious accident/illness occurs at work:</p> <p>1. The supervisor and/or first person on the scene will:</p>		
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- a. Call 911. Render emergency first aid, remain with the victim and control the situation until help arrives.
- b. Notify upper management in the appropriate chain of command.
- c. Report the accident to the PWE Safety Section (713) 374-2800.
- d. Secure the name and address of all witnesses.

2. Management will:

- a. Call employee's emergency contact person, if designated, or other known family member to advise of employee's removal to hospital.
- b. A spokesperson (Assistant Director or above) should travel to hospital to meet family.
- c. In the case of death, request Police to accompany the Assistant Director/Deputy Director to contact the next of kin.
- d. Notify the Public Information Officer and Assistant Director of Public Works and Engineering's Human Resources Branch.
- e. Ask the family for the name of a contact person who can provide co-workers with funeral details once arrangements are made, answer questions about the family's wishes and arrange for benefits procedures to be completed when appropriate.
- f. Advise or place family in contact with the Benefits Division of the Human Resources Department for details concerning life insurance, accelerated death benefits, accrued vacation hours pay-out and pension issues as appropriate.
- f. In the case of an on-the-job death, notify co-workers and other interested employees that additional information regarding arrangements, etc. will be forthcoming.
- g. Designate an internal contact person for employees who need information or have any questions.
- h. Allow employees who can be excused from their duty station to attend funeral services.
- i. Contact the Legal Department, if necessary, and assemble the required report (247-2050).

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B. When death occurs outside of work:

1. The employee's supervisor/manager will notify upper management in the appropriate chain of command.
2. Management will:
  - a. Notify the deceased employee's manager, supervisor and co-workers of the death and that additional information will be forthcoming as it becomes available.
  - b. Notify the Public Information Officer and Assistant Director of Public Works and Engineering's Human Resources Branch.
  - c. Ask the family for the name of a contact person who can provide co-workers funeral details when known answer questions about the family's wishes and arrange for benefits procedures to be completed when appropriate.
  - d. Designate an internal contact person for employees who need information or have questions.

**V. Stage Two - Secondary Response**

- A. Notify clients, vendors, customers, etc. who had direct relationships with the deceased/injured employee and reassign work as appropriate.
- B. Contact IT branch and arrange to intercept and redirect phone, voicemail, email and mail communications.
- C. Contact the Employee Assistance Program and arrange for counseling appropriate to the circumstances surrounding the employee's injury, accident, illness or death.
- D. Policy regarding notice violations should be temporarily suspended for grieving employees wishing utilize accrued time.

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**VI. Stage Three – Follow Up**

- A. Make arrangements for family to be provided any personnel effects remaining at the work station.
- B. Identify a contact person(s) to assist family with benefits which may include, but are not limited to: COBRA, life insurance, accidental death insurance, pension, Deferred Compensation, Accrued leave payouts, Flexible Spending Accounts, etc.
- C. Request from family any City property that may have been in the employee's possession, such as keys, computers, p-card, ID badge, etc.

**VII. Compliance**

Adherence to this policy is mandatory.

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