

SERIOUS INJURY / ILLNESS OR FATALITY NOTIFICATION 205

I. PURPOSE

To ensure that proper treatment, care, and confidentiality are provided at all times when an employee is seriously injured / ill, or fatality injured.

II. PROCEDURE

- A. Provide immediate medical attention to the injured/ill employee.
- B. In cases where an injured or ill employee is coherent but is referred to a doctor or hospital for medical care, a company representative will ask the individual if he/she desires that contact be made with a family member. If the affected employee desires that this notification be made, the company will honor the request.
- C. The company will be responsible for beginning the family notification procedure as follows:
 - 1. Coordinate the forthcoming notification to the immediate family of the affected individual.
 - 2. In the event of death, a company representative shall meet with the attending physician to be advised of the death.
 - 3. The company representative shall provide all immediate available information to the family concerning the death.
 - 4. The company representative shall further inform the family that a complete investigation is being conducted and additional information will be provided as it is available.
 - 5. Management will be responsible for all public relations.