



WV Department of Transportation Division of Highways

Employee Injury and Fatality Checklist

The injury or death of a work colleague from an accident is a tragedy. One of the most important things is to help prevent accidents but if an injury or death does occur, we need to make sure that sensitive support is provided to co-workers, family and friends.

Dealing with grief takes time. It is a normal response to death, trauma and loss. People need support at different times and in different ways. What happens in a workplace following a death can be a very important part of the process.

Below are some suggestions for DE/M, safety reps/delegates, lead worker at the scene, or for HR in handling task after the incident. Each workplace and circumstance will be different, but the following can be used as a guide. Due to circumstances, you may find it necessary to delegate certain items to others at the scene.

Employee Injury and Fatality Checklist

Date/time of incident: _____ District: _____
 Type of incident: _____ Location: _____
 Name of employee(s): _____

AT THE SCENE

Immediately	Role
<input type="checkbox"/> Make sure the work area is safe	Lead worker
<input type="checkbox"/> Call 911	Anyone
<input type="checkbox"/> Begin first aid or CPR if needed	
<input type="checkbox"/> Call T.M.C. (304) 558-3028 (T.M.C. will contact safety, claims, communications, the Bureau of Labor, and executive staff)	Lead worker
<input type="checkbox"/> Secure area proximity for safety concerns and investigation	Lead worker
<input type="checkbox"/> Contact D.E./D.M. immediately, and next level of supervision	Lead worker
<input type="checkbox"/> If injury - have someone travel to hospital (usually safety officer)	DE decision/Safety
<input type="checkbox"/> If fatality – have someone at administration level travel to hospital	DE decision
<input type="checkbox"/> Notify the family (or next of kin) as soon as possible, in person preferably. Co-workers may have information that can assist the employer in doing this. Condolences of DOT. (See document: <i>Notifying the family for Supervisors</i>)	DE decision
<input type="checkbox"/> Make sure the family is informed about the circumstance of the death. Being left asking questions is often very difficult for the family. Basic facts only, draw no conclusions of fault, "it is being investigated".	DE (Legal)
<input type="checkbox"/> Ensure that a safety and claims representative is involved in the investigation to properly identify the cause and prevent future risk.	Safety
<input type="checkbox"/> Counselor	HR local

Next Level Supervision
<input type="checkbox"/> Notify DE/M-Director
<input type="checkbox"/> Notify safety officer (if not already done)
<input type="checkbox"/> Notify emergency contact/family (if not already done). Draw no conclusions of fault, "being investigated".
<input type="checkbox"/> Designate employee to travel to hospital
<input type="checkbox"/> Notify OA to begin WC inbox

Office Assistant

- Enter WC inbox
- Check status of health benefits/family coverage
- Gather emergency contact or family member contact information
- If death occurs Notify Benefits Coordinator/HR Manager
- Notify District HR Manager

DE/M-Director

- Notify central office
- Verify T.M.C. has been notified
- Prepare statement- basic facts only, draw no conclusions of fault, "being investigated", reviewed by Legal before making any statements
- Contact family
- Monitor other staff's progress on their checklists

AFTER INITIAL EMERGENCY

Immediate Supervisor

- Read Grief and Loss: Information for Supervisors and Managers (Under Construction)
- Identify employees on the scene and employees who provided first aid. Have a discussion, give them an opportunity to talk about it.
- Encourage staff to read: Grief and Loss, When a Colleague Dies, Info for Co-Workers (Under Construction)
- It is important that coworkers are aware that the process and investigation of the incident takes time.
- Collect employee's personal belongings to take to family (i.e. purse, coat, car keys)
- Pay close attention to employee's close coworkers for any signs of depression (Contact HR Manager for resources)
- A temporary, short-term coverage plan can be put into place until a more permanent decision can be made. A temporary plan should be in action as soon as possible to lessen the level of anxiety of staff. Make it clear what is needed and who is responsible.
- If fatality - Give time for grief processing before moving workstation or moving co-worker in space.
- Which e-mail messages or network files should be transferred or deleted?
- Is an email absence message needed to redirect inquiries to the appropriate depart. contact?

DE/M – Director

- Check to see if the family would like co-workers to assist with the funeral, pall bearers, etc.
- Ensure representative attend the funeral
- Submit employee for Fallen Worker Memorial (if applicable)
- Check in with org. for status update on coworkers

HR Manager

- Counseling, National Loss and Grief hot lines
- Check in with family
- If injury-ensure employee has all WC information and forms
- Ensure employee/family has contact information for WC, benefits and leave forms (as needed)
- If fatality - notify PEIA
 - Check health insurance status
 - If family coverage, inform family of deadline to continue coverage
 - Provide list of phone numbers to pertinent agencies to family (PEIA, WC, PERS)
- Family may need at least 3 copies of the death certificate (1 e/insurance, retirement)
- Cancel or transfer where applicable:
 - Cell phone service
 - Building access card or keys
 - P-card
 - Update contact list

DISTRIBUTION

Send a completed copy to:

The District DE/M, the District Safety Officer and to Claims c/o Mike Vasarhelyi
(mike.l.vasarhelyi@wv.gov)