

# **GCCCD Procedure for Notification**

## **Deceased or Hospitalized Employees**

### **Step 1**

**If the injury is an emergency, call Public Safety at x7654 to send the employee to the hospital or call 911.**

### **Step 2**

**Immediately notify Employee & Labor Relations (ELR) of Fatal or Serious on-the-job injuries at 619-644-7572**

Incidents requiring reporting within 8 hours:

- Fatal injury to an employee
- Serious injury or illness to employee

A serious injury is defined as:

- Loss of limb or amputation
- Serious degree of permanent disfigurement
- In-patient hospitalization in excess of 24 hours for other than observation

If the incident occurs after hours, leave a voice mail message with ELR at 619-644-7572.

### **Step 3**

**Notify Cal-OSHA at 800-321-6742 within 8 hours of incident**

Whenever a state, county or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the manager (or persona in charge) shall notify Cal-OSHA at 800-321-6742. If after hours, leave a message.

**When reporting, you will be asked to provide the following employee information:**

- ✓ Employee name
- ✓ Employee's department and supervisor's name.
- ✓ Time and date of accident.
- ✓ Address of site of accident or event.
- ✓ Name of person to contact at site of accident.
- ✓ Nature of injury.
- ✓ Location where injured employee(s) was (were) moved to.
- ✓ Law enforcement agencies present at the site of accident.
- ✓ Description of accident and whether the accident scene or instrumentality has been altered.

### **Step 4**

Supervisor completes Injury/Illness Accident Report and forwards to Employee & Labor Relations within 24 hours.

### **Step 5**

Employee & Labor Relations notifies the following departments of death/injury or illness for processing:

Chancellor's Office

Employment Services/Benefits

Payroll

### **Step 6**

Employee & Labor Relations compiles information from various departments (above) and reports to CalPERS or CalSTRS and/or PEAR (part-time EEs), if appropriate.