

ADOPTED BY THE BOARD OF PUBLIC WORKS

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

**SUBJECT: NOTIFICATION OF WORK-RELATED DEATH OR OTHER
SERIOUS INCIDENTS**

The Board believes it is essential that it be notified as soon as possible whenever a death has occurred and a Department employee is directly or indirectly involved as a result of his/her official City duties. This notification requirement also includes other serious incidents that need to be immediately brought to the Board's attention.

The Heads of the Bureaus and Offices in the Department of Public Works are instructed to personally notify the President or Vice-President of the Board within six hours of the incident. This notification applies on a 24-hour basis and seven days a week.

An oral presentation on the incident should be made at the next Board meeting. However the City Attorney should be contacted for advice prior to any such presentation or public release of information to ensure that the City's legal interests are protected.