

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Reporting an Employee's Death

Number: C 19

Approved: Signature on file

Date: 04-06-07

POLICY

CEO/Risk Management is required to immediately notify Cal/OSHA (or as soon as possible, but not longer than eight (8) hours) of a County employee's death while in the performance of his/her job. Additionally, the CEO/Risk Management staff shall notify the Chairman and Clerk of the Board of Supervisors and the CEO when the death of an employee arises in the course and scope of employment. The Board of Supervisors Resolution 77-1297 requires reporting the death of an employee to CEO/Risk Management within 24 hours.
