Procedures in Event of Employee Death

Last revised: April 2021 Last reviewed: April 2021 **Next review:** April 2022

This document is designed to supplement the <u>PS 818 OHS Incident Reporting and Investigation (IRI) policy and procedures</u> in the event of employee death on the job with a focus on communication, family and team support and associated paperwork outside IRI process.

NOTE: This tool can also be used in case of employee death away from the workplace; skip steps 1 and 3 of the immediate actions.





Contact the family to offer condolences* and ask what information can be shared with work team and organization; provide Employee and Family Assistance Program Resources.

Refer family to the HR Service Centre (hrsc@gov.sk.ca, Phone 798-0000 or 1-877-852-5808) for benefits processing.

Arrange to return any personal effects from the workplace to the family and make arrangements to have any of government property returned.

Supporting Team and
Organization – Manager (or
Designate) and Senior Leaders

Implement <u>Critical Incident</u>
<u>Management Guidelines</u> (see flowcharts)

Update the work team (immediate and/or organization-wide) on what is happening, providing necessary information from the family.

Remaining Actions – Manager or Designate

Review the <u>Death Checklist</u> for managers and notify the HR Service Centre regarding the employee's name and date of death as soon as possible.

Work with the HR Business Partner to prepare all necessary documentation and close the personnel file.

*FAMs Condolences upon the Death of an Employee Policy outlines financial provisions in the event of employee death.

