



DEATH IN THE WORKPLACE

Checklist

Steps	What	Who	Progress
Immediate action	1. Alert emergency services		<input type="checkbox"/>
	2. Notify police		<input type="checkbox"/>
	3. Protect the dignity of the deceased		<input type="checkbox"/>
	4. Remove witnesses and take care of them		<input type="checkbox"/>
	5. Inform management		<input type="checkbox"/>
	6. Contact family		<input type="checkbox"/>
	7. Notify occupational health department		<input type="checkbox"/>
Convene crisis team	8. Determine team members and means of convocation in advance		<input type="checkbox"/>
	9. Convene team as soon as possible		<input type="checkbox"/>
	10. Gather information		<input type="checkbox"/>
	11. Assess situation (severity, circumstances, involved, etc.)		<input type="checkbox"/>
	12. Coordinate response		<input type="checkbox"/>
	13. Define available resources and support		<input type="checkbox"/>
	14. Decide whether or not to stop activities		<input type="checkbox"/>
Announce death	15. Announce to family		<input type="checkbox"/>
	16. Announce to colleagues		<input type="checkbox"/>
	17. Notify employees		<input type="checkbox"/>
	18. Inform suppliers and customers		<input type="checkbox"/>
	19. Announce to media		<input type="checkbox"/>
Support	20. Set up support		<input type="checkbox"/>
	21. Communicate available resources		<input type="checkbox"/>