

## CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/01/2008

SECTION 1302	SUBJECT REPORTING MULTIPLE INJURIES OR FATALITIES
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It is the responsibility of the department head to notify the Office of Self Insurance as soon as possible following any employee accident which results in a fatality, or in the injury of five or more City employees requiring medical attention. This notification may be made by telephone, 926-1315, during normal working hours. Communications after normal working hours will be affected through the City's Police Communications Center, 247-2500. Within forty-eight (48) hours of such accidents, the Office of Self Insurance will notify the Virginia Department of Labor and Industry.

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AMENDS/SUPERSEDES

SECTION 1305, DATED 1/1/84

REFERENCES

Code of Virginia, Title 40

