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|  Division of Human Resources Standard Operating Procedures | Procedure: | Worker's Compensation |
| | Effective Date: | July 16, 2012 |
| | Revision Date: | n/a |
| | Type of Process: | <input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure |
| | Approved By: | <i>Thomas Brown</i> (original on file) |

Workers' compensation is a benefit provided to employees who are injured as a result of performing work duties. CSN and the Nevada System of Higher Education (NSHE) fully support the right of every employee to file a workers' compensation claim when a work related injury or occupational disease occurs. Filing of a workers' compensation claim is not to be used as grounds for disciplinary action.

When a work related injury or on-the-job accident occurs and is life-threatening call 911 immediately. If the work related injury or on-the-job accident is not life-threatening proceed as follows:

1. Contact CSN Security or the Campus Police and complete an incident report along with the C-1 Form (the C-1 form can be found at: <http://rms.unlv.edu/insurance-and-claims/wc/forms/>).
2. The supervisor should correct the unsafe work condition if possible and complete the Supervisor's Investigation Report; this form can be found at <http://rms.unlv.edu/insurance-and-claims/wc/forms/>
3. Fax the completed forms to Risk Management and Safety - Attn: Michele Washington at (702) 895-5227.
4. If treatment is needed, the employee must go to a contracted medical clinic. The complete list of medical clinics can be found at: <http://rms.unlv.edu/insurance-and-claims/wc/medical-providers/>
5. If medical treatment is unnecessary, no further action needs to be taken.

NOTE: For additional information regarding claims, contact Michele Washington, NSHE Business Center South / UNLV Risk Management & Safety (702) 895-5404 or visit the Workers' Compensation website: <http://rms.unlv.edu/insurance-and-claims/wc/>.