

Brief Overview of Reporting Employee Work-Related Injuries

- Injury reporting involves the employee, their supervisor, and the NSHE Workers' Compensation Office (administered by the NSHE Risk Management Office). CSN EHS should also be notified so that we can conduct an independent investigation into the hazards surrounding the incident.
- The EHS incident reporting webpage also links to Workers' Compensation program information (the program is administered by the NSHE Risk Management Office).
- Step-by-step reporting procedures for work-related employee injuries and incident reporting forms can be found on the EHS Incident Reporting webpage:
<https://www.csn.edu/csn-incident-reporting>
- The **C-1 Notice of Injury** and the **Supervisors Incident Report** form, along with up-to-date information on the incident reporting and claims process, can be found on the NSHE Workers' Compensation Office webpage:
<https://nshe.nevada.edu/workers-comp>.
- Student employee injuries follow the same reporting procedures as the rest of the employees.

Please complete the following steps to report employee work-related injuries:

1. Injured employee seeks medical attention firstly (as needed), then submits **C-1 Notice of Injury Form** to their supervisor. All injuries, including incidents where an employee does not require medical treatment, must be reported by submitting a C-1 form within seven days from the day the incident occurred.
2. Supervisor completes **C-1** and the **Supervisor's Investigative Report** within 48 hours of the injury.

Both the **C-1** and **Supervisor's Investigative Report** are submitted to the NSHE Risk Management Department (risk@nshe.nevada.edu), please copy EHS (ehs@csn.edu).

- *Note:* Even minor injuries that don't require treatment should be reported. Employees have 90 days to seek medical treatment after submitting the C-1 (in case they change their mind about getting treated or their condition worsens).
3. NSHE Workers' Compensation Office will contact the injured employee and their supervisor and advise on the next steps.
 4. EHS may reach out to employee/supervisor to investigate the injury incident.
 5. If ADA or leave issues arise, NSHE Workers' Compensation Office will coordinate with CSN Human Resources who may also advise employee/supervisor on the next steps.

Scan this QR Code to open the **CSN Incident Reporting webpage** on your cellphone



Scan this QR code to open **NSHE Worker's Compensation program webpage** on your cellphone

