

Brief Overview of Reporting Employee Work-Related Injuries

- Injury reporting involves the employee, their supervisor, and Workers' Compensation (administered by UNLV Risk Management). 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 information (the program is administered by UNLV Risk Management).
- Step-by-step reporting procedures for work-related employee injuries and all forms can be found on the EHS Incident Reporting webpage:
<https://www.csn.edu/csn-incident-reporting>
- 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 first (as needed), then submits C-1 to their supervisor.
2. Supervisor completes C-1 and the Supervisor's Incident Investigation Report (SIIR). Both the C-1 and Supervisor Report are submitted to UNLV Risk Management within 7 days of the injury (please copy 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. UNLV Risk Management Workers' Comp (Paulina Banuelos) 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, UNLV Risk Management will coordinate with CSN Human Resources who may also advise employee/supervisor on the next steps.

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

