



Western Nevada College ENVIRONMENTAL HEALTH AND SAFETY

SPOTLIGHT ON SAFETY

Accidents happen! Be prepared and know what actions you need to take as a WNC Employee or Supervisor.

For all emergencies or crisis situations occurring on campus, **call 911 first** and then call UPDNC (Campus Police) at **775-230-1952** or the **on-campus extension at 53308**. Direct emergency responders to the correct WNC campus at: 2201 College Parkway if in Carson City; or if in Fallon to 160 Campus Way.

Per WNC Policy 10-1-2, if a department experiences an accident, theft, vandalism, property damage, or any criminal behavior, they should immediately notify UPDNC (Campus Police).

Seek Medical Treatment

If the injury/illness is life-threatening or severe, call 911 or go to the nearest emergency room.

1. If less severe, an injured employee should visit one of the preferred Concentra first-stop clinics and inform the treating physician that the injury/illness is work-related.
2. **Ensure that a C-4 form is completed by the attending physician.** The medical provider will submit a completed C-4 form to the employer to initiate the workers' compensation process.
3. **Request a doctor's note (required) to support an absence from work under a workers' compensation claim.**

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 of the incident.**

Report the accident to your Supervisor as soon as possible and fill out an **online C-1 "Notice of Injury or Occupational Disease" Incident Report Form**. In addition, your **Supervisor must fill out the online Supervisor Incident Investigation Report Form**.

Fillable Employee C-1 Accident forms, Supervisor Incident Investigation Report forms, and other Accident forms are all available from this [NSHE Risk Managements website](#) link by clicking on **Worker's Compensation** and scrolling down.

WNC ACCIDENT REPORTING



THE IMPORTANCE OF REPORTING NEAR MISSES

**Remember: See
Something, Say
Something!**

Near misses are warnings, free lessons in safety, and learning opportunities.

Every near miss tells us something, and when we pay attention, investigate, and learn from them, we create a safer workplace for everyone.

A near miss isn't just a moment to breathe a sigh of relief. We need to shift from a "That was close!" mentality to a "How do we make sure that never happens again!"

If possible, take pictures of unsafe conditions or accidents and send them to EH&S.

CONTACT:

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