



REPORTING OF WORK PLACE INJURY NOTIFICATION & ACKNOWLEDGMENT

The Nevada Affordable Housing Assistance Corporation (“NAHAC”) has implemented the following procedure for employees to use when reporting work related injuries or illnesses to NAHAC.

NAHAC strives to provide a safe and secure working environment for all employees. However, when a work related injury or illness occurs (i.e. injuries and illnesses that arise out of, or are incurred in, the course of job related activities on behalf of NAHAC), NAHAC provides appropriate medical care and treatment to the injured employee through its Workers’ Compensation Insurance program. Coverage is provided for all employees who are injured or become ill while acting within the course and scope of their duties. Coverage begins automatically the first day of employment.

For further information on workers' compensation regulations and benefits, contact the Human Resources Manager.

It is NAHAC’s policy to require all work related injuries and illnesses to be reported as promptly and accurately as possible, and in any event within a reasonable time after the employee realizes that he or she has suffered a work related injury or illness. What constitutes a “reasonable time” can vary depending on the facts and circumstances giving rise to the work related injury or illness. For example, an ankle sprain suffered at work should be reported when it occurs while a slow developing or chronic condition which is suffered during the course of employment should be reported once the employee realizes that the condition is work related.

Employees must report all injuries and work related illnesses, regardless of severity, to their supervisor or the Human Resource Manager (the “Authorized Person”). If the employee’s supervisor and the Human Resource Manager are not available, the employee should report the work related injury or illness to the Chief Operating Officer.

The Authorized Person will provide the employee with a form C-1/Notice of Injury or Occupational Disease (Incident Report) to complete. The employee should then seek medical care if needed and complete a Form C-4/ Employee’s Claim for Compensation/Report of Initial Treatment. The C-4 Form will be provided to the employee by the Authorized Person. To obtain coverage, medical care must be rendered by one of the workers’ compensation insurance carrier’s authorized medical providers. The Authorized Person can provide the employee with a list of the carrier’s authorized medical providers.

The health and safety of the effected employee is of utmost importance, therefore if immediate medical attention is necessary, the first priority is to obtain medical attention. In such circumstances, go to the nearest emergency room. The Authorized Person will process the report to the extent possible and it can be completed once the employee’s medical condition has stabilized to the extent necessary for it to be completed.



Nevada Affordable Housing
Assistance Corporation

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NOTIFICATION OF RIGHTS – REPORTING OF WORK-RELATED INJURIES & ILLNESSES:

By executing this notification and acknowledgment below, employee acknowledges that he/she has been informed of NAHAC's procedure for reporting work-related injuries and illnesses and that he/she has been advised of the following:

(A) Employees have the right to report work-related injuries and illnesses; and

(B) Employers are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses.

Employee Signature

Date

Employee Name [printed]

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE