



Nevada Affordable Housing  
Assistance Corporation

**General Office Administration  
REPORTING OF WORKPLACE INJURY & ANNUAL SAFETY TRAINING**

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| <b>Policy Area:</b> General Office Administration  | <b>Subject:</b> Code of Standards  |
| <b>Title of Policy:</b> Reporting of Workplace Injury & Annual Safety Training   | <b>Number:</b> 700.B.03-GOA CoS  |
| <b>Initial Effective Date:</b> 00-00-0000<br><b>Revised Policy Effective Date:</b> N/A   | <b>Initial Approved Date:</b> 00-00-0000<br><b>Revision – Date Approved:</b> N/A |
| <b>Approved by:</b> PENDING  |  |
| <p><b>PURPOSE:</b></p> <p>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 shall provide appropriate medical care and treatment to the injured worker through its Workers’ Compensation program.</p> <p><b>POLICY:</b></p> <p>This policy applies to the following persons: all employees and Board Members.</p> <p>NAHAC will ensure that a Reporting of Work Place Injury policy exists which will, at a minimum, require any NAHAC Board Member or employee to disclose any possible injury in a timely manner and that Workplace Injury guidelines exist to provide employees and Board Members with appropriate steps to report an injury. NAHAC will ensure that these policies are kept up to date and that they are in compliance with applicable law.</p> <p><b>PROCEDURES:</b></p> <p>NAHAC will conduct annual safety trainings for employees. After completion of the annual safety training, each employee will sign a Reporting of Work Place Injury Notification and Acknowledgment.</p> <p>All new hires will receive safety training and sign a Reporting of Work Place Injury Notification and Acknowledgment when they are hired.</p> |  |

The NAHAC Executive Director/CEO will be responsible for ensuring that all new hires complete their safety training, execute their initial Reporting of Work Place Injury Notification and Acknowledgement and that the executed acknowledgment is placed in their personnel file.

The NAHAC Executive Director/CEO will also be responsible for ensuring that all employees complete their annual safety training, execute their annual Reporting of Work Place Injury Notification and Acknowledgement and that the executed acknowledgment is placed in their personnel file.

**see ATTACHMENT 700.B.04-GOA CoS(a) Reporting Work Place Injury Notice and Acknowledgment**

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