

# Emergencies & Incident Reporting

## Accident/Incident Reporting Procedures for Federal Work-Study Student Employees

Your safety and welfare while working your Federal Work-Study (FWS) position is a primary concern for the University. The law requires that the University, as your employer, provide insurance in order for you to receive treatment if you are injured or become ill as a result of your employment. Therefore, it is important that you make yourself familiar with reporting procedures should you be involved in an incident while at your work study job.

The reporting procedures are outlined below:

1. Follow the reporting protocol as directed by the FWS employer.
2. If medical treatment is required; go to [www.travelers.com/claim](http://www.travelers.com/claim), click on 'Worker Comp' and then type in local zip code and then 'Find a Network Medical Provider' provider list.
3. If it is a medical emergency, call 911 or have someone take you to the nearest emergency room. Be sure to inform the service provider that this is a work related injury.
  - a. If medical treatment is received, you must provide a written release from the treating physician to Roseman University's Office of Human Resources when you are able to return to your regular duties.
  - b. If you are unable to return to work immediately or will have physical restrictions requiring temporary light duty, a doctor's note will be required clearly stating the limitations and expected return to full duty.
4. As soon as reasonably possible (at least within 24 hours after the accident), complete one of the following: Nevada employees – Notice of Injury or Occupational Disease or Utah employees – Worker's Compensation Employer's First Report of Injury or Illness. The on-site supervisor will also be responsible for completing a section of the form. These forms can be found on the Student Portal under FWS or <http://www.roseman.edu/financial-aid/fws-for-employers/forms-for-employers>. The completed report can be e-mailed to [hroffice@roseman.edu](mailto:hroffice@roseman.edu) or faxed to Roseman Human Resources at 702-968-1616.
5. Verbal notification must also be made directly to Roseman University Human Resources.

Contact:

**Monday – Friday from 8 a.m. to 5 p.m. PST**

Laila Dey at 702-968-1613

**Evenings, Weekends, Holidays, and Campus Closures**

Laila Dey at 702-355-6950

**IMPORTANT NOTE** – If you are involved with other types of serious issues while on the job, such as harassment (sexual or otherwise), discrimination, or retaliation, go directly to step 4 above. Then complete the Incident Report Form found on the Student Portal under FWS. If you are an employer please proceed to <http://www.roseman.edu/financial-aid/fws-for-employers/forms-for-employers>