



Risk Management Information

Property Damage:

Report all Washoe County owned vehicle and property damage on the correct SAF Form. Submit forms, photographs and supporting documents to Risk Management within 48 hours pursuant to code 65.200 and 65.210.

Losses to employees' personal property are not covered under the County's Self-funded Property Program. Personal property includes but not limited to:

- Personally owned vehicles
- Art or decorative objects used for enhancing employee's workspace.
- Recreational equipment, sports equipment or apparel, whether kept in a County vehicle, offices, or parking facilities for use during breaks/non-working hours.
- Stereo or sound reproduction equipment.
- Personal computer equipment/software.

Workers' Compensation program information:

On the job, work related injuries that require medical attention.

- What to do if an injury occurs:
 - 1- Report immediately to supervisor
 - 2- Complete the Workers' Compensation paperwork
 - 3- Send to Human Resources Representative
 - 4- Human Resources Representative must send documents to Risk Management within 5 calendar days
- Need medical treatment:
 - 1- Go to approved urgent care provider during normal business hours
 - 2- Loss of life or limb, or after hours, go to the nearest hospital
 - 3- All follow-up treatment is required to be provided by an approved urgent care provider
- Return to work:
 - 1- Give Physician's Progress Report to your supervisor or HR Rep
 - 2- Follow all restrictions or off-duty requirements

Risk Management Personnel:

- Doreen Ertell, Sr. Risk Management Analyst - 328-2660
- Celeste Wallick, Risk Management Analyst/Safety Officer - 328-2662
- Sharolyn Wilson, Claims Analyst - 328-2661