



## LYON COUNTY HUMAN RESOURCES

27 South Main Street  
Yerington, Nevada 89447

Phone: (775)463-6510 Fax: (775)463-6500

### SUPERVISOR GUIDE TO WORKPLACE INJURIES

1. **Have *employee* complete the C-1** – This is in their words, signed off by the supervisor, and sent to Human Resources. This should be done as soon as practicable but no later than 7 days. The completed C-1 should be emailed to HR.
2. **Accident Investigation Report** – The supervisor should complete this report and forward it to HR anytime a C-1 is completed. This is done to find out WHY the incident occurred and if there is anything that can be done to prevent it from occurring again.
3. **Ensure the employee receives the Injured Workers packet.**
4. **If the employee seeks medical attention -**
  1. **C-3**
    - Complete the C-3 to the best of your ability and send to Human Resources.
      - The business name and address is *LYON COUNTY at 27 S. Main Street*, not the individual department.
    - The County has six days to complete and submit the form to Workers' Comp from the date of treatment.
  2. **If the employee is released to full duty** –
    - No further action is required by the supervisor.
  3. **If the employee is release with restrictions** –
    - Speak with your Department Head to determine if the restrictions can be accommodated.
    - If modified (or light duty) can be accommodated, the offer must be given to the employee in writing and the employee must respond within 24 hours when possible, but not later than 10 days.
    - The modified duty letter template can be obtained from HR.
    - HR must forward a copy of the signed letter, whether accepted or denied, to Workers' Comp as soon as possible.
  4. **If the restrictions cannot be accommodated** –
    - No letter needs to be drafted. Simply let HR know and the employee will be on Workers' Comp until they are released (in most cases) with either lessened restrictions or full duty.
    - Important to let HR know so the Workers' Comp line can be added to their ESS.