








Reporting Safety Issues, Injury or Property Damage

Be Bold. Shape the Future
New Mexico State University
Environmental Health Safety & Risk
Be Safe. Manage Risk & Prevent Loss



Type of Event		Correct Reporting Action
Report work-related injuries to your supervisor within 15 days.		Use the Notice of Accident Form to report work-related injuries.
NMSU Employee was injured while working (includes Student Employee).		Follow NMSU Workers' Compensation procedures and complete applicable forms. Contact NMSU Workers' Comp Coordinator at 575-646-7375 for more information.
Safety Concerns – you observed a situation or condition that gave you concern for potential risk to persons or property.		Submit the Notice of Incident Form <i>(to allow risk analysis and improvements)</i>
You witnessed or have information about an NMSU related event where a person was injured, or property was damaged.		Submit the Notice of Incident Form <i>(to allow risk analysis and preservation of information relating to potential claims)</i>
NMSU Department Claim for damage or theft to NMSU Vehicle.		Submit the NMSU Automobile Loss Form <i>(RMD-insurance claim will be made where appropriate)</i>
NMSU Department Claim for damage or theft to NMSU property, <i>other than vehicle.</i>		Submit NMSU Property Damage or Loss Form <i>(RMD-insurance claim will be made where appropriate)</i>
Third Party Claim for personal injury, or property loss/damage, that occurred on NMSU campus, at NMSU sanctioned event or caused by NMSU employee or NMSU volunteer.		Claimant is provided Notice of Tort Claim Form . <i>(once submitted, will be sent to Risk Management Division for evaluation)</i>