



24/7/365

NEW INCIDENT SUPERVISOR CHECKLIST

This checklist is signed by the injured worker’s supervisor and attached with the C-1 Incident Report for on-the-job injuries only. Do not use for organization’s clients or customers. Checklist is for PACT members only.

Always call 911 first for any potential life-threatening situations. DO NOT wait on hold for a Triage Nurse!

☐ 1: Call (844) 334-6472 to initiate the Triage process.

Date of call: _____ **Time of call:** _____

☐ 2: Initiate Triage process.

- First, Supervisor will speak with Triage Nurse.
- Inform the Triage Nurse that your worker’s compensation carrier is PACT in Nevada (Public Agency Compensation Trust).
- Second, injured worker will speak with Triage Nurse in private.

☐ 3: Receive treatment recommendations.

- Triage Nurse will provide recommendation for self-care (first aid) or off-site treatment to injured worker.
- Triage Nurse will provide recommendation for self-care (first aid) or off-site treatment to supervisor.
- Supervisor will receive incident report confirmation number.

Confirmation Number: _____

☐ 4: Complete Form C-1.

- Supervisor will complete Form C-1 with injured worker and forward to Human Resources.

☐ 5: Implement Triage Nurse Recommendations.

- If the injured worker is advised by the Triage Nurse for offsite treatment, send the injured worker for treatment with a copy of Form C-1 and the First Fill Form, and confirm that he/she has Workers’ Compensation Insurance Card. (A copy of the Workers’ Compensation Insurance Card is on the back the First Fill Form.)
- If the injured worker is advised by the Triage Nurse for self-care, follow-up with the injured worker as directed by the Triage Nurse.

Employer/Agency: _____

Employee Name: _____

Supervisor (Print Name)	Signature	Date
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