

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
NMSU Employee was injured while working (includes Student Employee).	➔	Follow NMSU Workers Compensation procedures and complete applicable forms available at this link: https://wellness.nmsu.edu/work-related-injuries-illnesses/workers-compensation-forms/
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>