NEVADA 4-H

Description Of Risk Management Forms For 4-H
(Approved/Reviewed by Nevada 4-H Policy Committee; August, 2010)

Risk Management – 4-H Checklist Form

- This Risk Management (RM) Form is provided by Nevada 4-H as a tool to utilize to verify that appropriate actions have been undertaken to ensure risks associated with a 4-H Activity have been considered and minimized.

- The RM Checklist should be used prior to the 4-H Activity and each item should be considered. After completing the Form it should be signed by the appropriate person(s).

- If an Incident Report is required, it can be written using information from the RM Checklist and a copy of the RM Checklist should be attached to Incident Report.

- If an Incident Report is required, make sure the appropriate Incident Report Form is used.
  - “Notice Of Injury Or Occupational Disease”...This Form should be used when the incident involves a UNR Employee (paid or unpaid). This should be used for an incidence involving UNCE/4-H Employees and 4-H Volunteer Leaders.
  - “Potential “Potential Liability Incident Report”...to be used when reporting an incidence involving Non-UNR Employees (paid or unpaid). This should be used for an incidence involving youth, parents, spectators, and so on who were attending the event or activity.

Risk Management – “Notice Of Injury Or Occupational Disease”

- This Risk Management Form is to be used to document incidents at 4-H Activities and the 4-H Checklist should be attached to this report because it tends to relate to most incidents.

- Since this RM Form is used to document an incident, it can be used as a “Witness Statement”.

- Proper documentation of incidents will provide recordable facts for later recall and may lessen liability.

- Since this form is for UNR Employees (paid or unpaid), it will typically be used for documentation of medical situations such as cuts, falls, fainting, trips to emergency room, and so on.

- The “original” of this report should be sent AS SOON AS POSSIBLE to the appropriate UNR/UNCE/4-H Office.

- A copy of this report should be kept by the appropriate and respective County/Area/State Offices.

- A copy of this report should be kept by the employee (paid or unpaid).

- UNR requires that all records be kept for three years.
Risk Management – “Potential Liability Incident Report”

- This Risk Management Form is to be used to document incidents at 4-H Activities and the 4-H Checklist should be attached to this report because it tends to relate to most incidents.

- This RM Form can be used to document the following, but is not limited to the following:
  - Illness
  - Injury
  - Emergency Situation

- Since this RM Form is used to document an incident, it can be used as a “Witness Statement”.

- Proper documentation of incidents will provide recordable facts for later recall and may lessen liability.

- It asks for a brief synopsis of the activity and this should included adults assisting with the activity.

- Any forms utilized for the activity (transportation form, overnight form, etc) should be attached.

- The “original” of this report should be sent AS SOON AS POSSIBLE to:
  Claims Manager
  Office of the Attorney General
  100 North Carson Street
  Carson City, NV 89701-4717

- A Faxed Copy of this report should be sent AS SOON AS POSSIBLE to:
  BCN Risk Management
  775-784-4363
  Or
  BCS Risk Management
  702-895-4690

- A copy of this report should be kept by the person responsible for the activity and a copy should be kept in the respective UNCE/4-H County Office or UNCE/4-H State Office.

- UNR requires that all records be kept for three years.