



NSHE | BCS | RISK MANAGEMENT

Report Form for Post-Accident Drug Alcohol Testing

Post-Accident

For post-accident incidents, employers are allowed to test employees for drugs and alcohol (NRS 284.4065) and under the following circumstances.

1. Occurrence of any accident while the employee is on the premises of the workplace for which the employee receives medical treatment.
2. The operation of a motor vehicle in such a manner as to cause bodily harm;
3. The operation of a motor vehicle in such a manner as to cause more than \$500 worth of property damage;
4. The operation of a motor vehicle in such a manner as to cause two property accidents within a one-year period of time.

Required Procedures

Complete sections below:

1. Name of Employee: Click or tap here to enter text.
2. Position of Employee: Click or tap here to enter text.
3. Date of Incident: Click or tap here to enter text.
4. Time of Incident: Click or tap here to enter text.
5. The supervisor should request the employee's presence. The employee should be reminded of the State policy on the use of alcohol and controlled substances (NRS 284.406), (NSHE Drug and Alcohol Policy).
 - **Ensure the employee receives a copy of the Alcohol and Drug Consent Form (NSHE BCS TS-76)** which advises that:
 - a. The employee will be tested for alcohol and drugs;
 - b. The results of the test are not admissible in a criminal proceeding against them; and
 - c. The employee may refuse the test, but their refusal may result in disciplinary action up to and including termination of employment.

Note: NRS 284.4065 requires that an employee receive this information in writing. **The Post-Accident Alcohol and Drug Consent Form (NSHE BCS TS-76)** meets this requirement.

6. Request the employee to submit to a screening test for alcohol and drugs:
 - a. If the employee agrees, have the employee sign the **Post-Accident Alcohol/Drug Test Consent Form** and proceed to have the employee tested at Concentra. Pursuant to NSHE policy, place the employee on administrative leave pending the results of the screening test and appropriate disposition by the appointing authority.

- b. If the employee refuses to be tested or sign the **Post-Accident Alcohol and Drug Test Consent Form**, the employee should be informed that their refusal may result in disciplinary action up to and including termination and their refusal will be documented in writing on the consent form (NRS 284.4063).

7. Per NAC 284.890, if an appointing authority requests an employee to submit to a post-accident screening test and the employee has not refused to submit to the screening test, the appointing authority shall provide transportation for the employee to the location of the test (Concentra).

8. After the employee submits to the screening test, the appointing authority shall, as appropriate:

- a) Provide transportation for the employee to his or her home;
- b) Assist the employee in arranging his or her own transportation (friend, family member, etc.)
- c) Arrange for emergency medical assistance if the appointing authority or any other person reasonably believes, based on objective facts, that the employee is in need of emergency medical assistance.

Signature of Supervisor: _____ Date: _____

Signature of Witness: _____ Date: _____

Copies to: Employee and BCS Risk Management

NSHE BCS TS-77 (01/22)