

Workers Compensation Claims Procedure

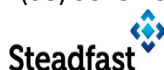
- ❖ If a worker is injured, you should ensure appropriate first aid is given, have the worker attend a doctor & request a First Medical Certificate;
- ❖ Have the worker complete the Workers Compensation Employees Report Claim Form;
- ❖ Complete the appropriate Employer Report claim form;
- ❖ Once the Employee Report is completed, you have five days to provide the claim forms & First Medical certificate to the insurer. Do not accept liability for the claim as that is for the insurer to assess;
- ❖ If time lost occurs, you may pay the employee sick leave or annual leave. You should inform them that until the insurer assesses & accepts the claim you cannot pay workers compensation benefits as to do so would be accepting liability without the insurers consent. Once the claim is accepted, the leave may be reimbursed;
- ❖ All costs relating to workers compensation claims can be claimed from the insurer including wages & medical expenses, travel costs etc. The insurer will reimburse you upon request;
- ❖ All employers must have an Injury Management System & return to work program. Your insurer will assist you with these functions if required;
- ❖ Claims that involve a journey from home to work or work to home are specifically dealt within the Act. We recommend that the claim be submitted to the insurer to assess liability.

For further information regarding Workers Compensation Claims please go to:-

<http://www.workcover.wa.gov.au/Employers/Managing+claims+and+return+to+work/Default.htm>

The link will also include a link for the Injury Management Guide.

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