

# WORKERS' COMPENSATION EMPLOYER'S REPORT



You must lodge this form with Allianz within **three working days** of being notified of an injured person's claim.

## 1 Employer Details

Legal Entity / Name

Trading Name

ABN Number

ITC % Entitlement

 %

Address

  

---

Postcode:

Postal Address

  

---

Postcode:

Telephone

Fax Number

E-mail Address

Main Business or Industrial Activity

Policy Number

Due Date

Risk Number

## 2 Claimant Details

Name

Physical Address

  

---

Postcode:

Home Telephone

Date of Birth

Place of Birth

If Claimant has difficulty understanding English, what is their preferred language?

Relationship to Employer (if any)?

Occupation (including Industrial Award designation).

Marital Status

No. Dependant Children (under 16 years)

Is Spouse working?

No

Yes

How long has the Claimant been in your employment?

At the time of the occurrence was the Claimant working as a:

Direct Employee?

Working Director?

Contractor?

Employee of Contractor?

Sub-Contractor?

If Yes, give name and address of Contractor or Sub-Contractor?

Name

Address

  

---

Postcode:

Does Claimant employ labour?

No

Yes

Other?

Describe the actual tasks carried out by the Claimant.

  

---

---

---

Did the Claimant participate in any non-work related activities, which may have contributed to the condition?

No  Yes

If Yes, give details.

Text box for details of non-work related activities.

Has the Claimant completed an Application for Employment Form?

No  Yes

Has the Claimant undergone a pre-employment medical examination?

No  Yes

Describe any other factors, which may have contributed to the occurrence.

Text box for other contributing factors.

**3 Accident Details**

Date of Accident

Text box for date of accident ( / / )

Time

Text box for time of accident ( am/pm )

Location

Text box for location of accident.

This claim is for Medical Expenses No  Yes  Weekly Payments No  Yes

If Yes, complete Section 4.

Time Claimant commenced work on the day of the accident? am/pm

Time Claimant usually commenced work? am/pm

Time Claimant usually finished work? am/pm

Date Claimant ceased work as a result of the accident? / /

Has the Claimant returned to work? No  Anticipated return date / / Yes  Date returned / /

Was the Claimant injured as a result of their employment? No  Yes

Did the Claimant consume any alcohol or non-prescribed drugs in the 12 hours preceding the accident?

No  Yes

If Yes, give details.

Text box for details of alcohol or drug consumption.

**4 Wage Details**

Number of days in working week. [Text box]

Number of hours worked per day. [Text box]

Is the Claimant: Full Time?  Part Time?  Permanent?  Temporary?  Casual?

If part-time or casual, nominate the regular number of hours worked on each day.

Table with 7 columns (S, M, T, W, T, F, S) for hours worked per day.

If the claimant is paid pursuant to an Industrial Award, Work Place Agreement or Agreed Contract the following wage information is required to calculate the rate of pay.

\* Please complete Section A on the last page.

**First 13 Weeks**

Provide details for the 13 weeks wages paid prior to date of incapacity.

\* Do not include any time lost from work due to sick or annual leave or any other non-work related matter.

**Post 13 Weeks**

For the purpose of making weekly payments under Workers' Compensation & Injury Management Act 1981 (as amended) for the weeks subsequent to the first 13 weeks the Claimant is entitled to the equivalent of the Industrial Award/EBA plus any regular above award payment and any allowance paid on a regular basis excluding overtime, allowances and bonuses.

If the claimant is paid pursuant to an Agreement including a Work Place Agreement the following wage information is required to calculate the rate of pay.

\* Please complete Section B on the last page.

The Total Gross Earnings for the 52 weeks prior to the date of injury.

\* If the claimant has not been employed for the full 52 weeks please specify the full period of employment.

Please note that any wages paid on the date of injury should not be included.

## 5 Accident Description

What was the Claimant doing when the accident happened?

  

---

What caused the accident?

  

---

Were vehicles involved in the accident?

No  Yes

If Yes, complete claim form for Injury on the Journey.

Was any other object, machinery, footwear, clothing or other item involved in the accident? If so, please provide details.

  

---

### Retain any such objects or items.

Describe the nature and extent of the injury.

  

---

Has the Claimant ever had a similar injury?

No  Yes

If Yes, give details.

  

---

Did the Claimant have any pre-existing condition, including any injury, disease or illness prior to the accident?

No  Yes

If Yes, give details.

  

---

Did any third parties cause or contribute to the accident?

No  Yes

If Yes, please provide contact details.

  

---

If so, were there any contracts in existence between the employer and any such third parties?

No  Yes

## 6 Reporting

Date Accident Reported

 /  / 

Time

 am/pm

Name of person to whom the accident was reported.

Position

Date claim documents were given to the Employer by the Worker.

 /  / 

## 7 Other Benefits

Is the Claimant entitled to receive any allowance, benefit or compensation for this injury from any other source?

No  Yes

If Yes, give details.

  

---

## 8 Witnesses

Name

Name

## 9 Important

You must attach full details if:

- The Claimant violated any statutory (or other) regulation at the time of the accident.
- There was any misconduct by the Claimant (or any other party) that contributed to the accident.
- There are any special circumstances about which Allianz should be told.

## 10 Declaration

I declare the answers give on this form are true and correct.

Signature

Date

 /  / 

Print Name

## 11 Employer Notice

- \* Failure to lodge this form with Allianz within 3 working days of claim notification may result in you being penalised 3 days compensation.
- \* Attach employee's report and medical certificates to this form.
- \* **No compensation is to be paid until authority from Allianz has been obtained.**

Please return to either:

**Allianz Australia Insurance Limited**  
**PO Box K772**  
**City Delivery Centre WA 6842**

or

**Fax to: 08 6461 4738**

## BOX A

Week	Hours Worked	Award Rate \$	Overtime \$	Allowances \$	Other \$	Total \$
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
<b>Total</b>						

\$  State base weekly or hourly award rate.

State award name and classification.

Please supply documentary proof.

## BOX B

\$  Total Gross Earnings

Dates employed if NOT full 52 weeks:

From  /  /  to  /  /

Please supply a detailed weekly summary of wages paid for this period.

# RATE OF PAY CALCULATION (SHEET 1)

## Schedule 1 Clause 11



CLAIM NUMBER: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_  
 WORKER: \_\_\_\_\_  
 DATE OF INJURY: \_\_\_\_\_

**AMOUNT A – WORKER EMPLOYED PURSUANT** to an Industrial Award, Work Place Agreement or Agreed Contract.

\*COPY OF EMPLOYMENT CONTRACT ATTACHED  YES  NO

### **PART 1 – Clause 11(2) - Calculation for the 1<sup>st</sup> 13 Weeks**

Capped at the maximum weekly amount

**= The average of the overtime, over award, service payments, bonus or allowances for the 13 weeks prior to the date of incapacity + the award rate**

**OR**

If the worker was employed for less than 13 weeks (or any weeks which included time lost due to sick or annual leave) then averaged over that lesser period.

Week	Hours Worked	Award Rate \$	Overtime \$	Allowances \$	Regular Over Award or Service Payments \$	Total \$
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
Total						

= \$ \_\_\_\_\_ Gross Per Week

### **PART 2 – Clause 11(3)(b) – Calculation for the 14<sup>th</sup> Week and Ongoing**

Capped at the maximum weekly amount

The rate of weekly earnings under the relevant Award or Agreement, plus any over award or service payments made on a regular basis plus any allowance paid on a regular basis as part of the worker's earnings and relating to the number or pattern of hours worked, but EXCLUDING overtime, other allowances and bonuses, up to the maximum weekly capped amount.

= \$ \_\_\_\_\_ Gross Per Week

**RATE OF PAY CALCULATION (SHEET 2)**  
**Schedule 1 Clause 11**



**CLAIM NUMBER:** \_\_\_\_\_  
**EMPLOYER:** \_\_\_\_\_  
**WORKER:** \_\_\_\_\_  
**DATE OF INJURY:** \_\_\_\_\_

**AMOUNT B – SUB CONTRACTOR OR WORKER EMPLOYED** on a rate per hour, or as per contract (written or verbal) with the insured or any agreement not certified with the Industrial Relations Commission.

**NB: This does not include casual or seasonal workers under Clause 14.**

\*COPY OF SUB CONTRACTOR LETTER OR CONTRACT ATTACHED  YES  NO

\*DETAILS OF VERBAL AGREEMENT ARE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*PLEASE ATTACH A COPY OF 52 weeks Gross Earnings (inclusive of overtime and any bonus or allowances) PRIOR TO THE DATE OF INJURY.

**PART 1 – Clause 11(2) - Calculation for the 1<sup>st</sup> 13 Weeks**

Capped at the maximum weekly amount

Divide the gross amount by 52 weeks.

OR

If the worker was in more than one employment at the end of that period, the sum of the average weekly gross earnings in each employment, divided by the lesser period.

OR

If the worker has been in an employment for a period of less than one year, the worker's average weekly earnings in that employment is to be determined over the lesser period.

= \$ \_\_\_\_\_ Gross Per Week

**PART 2 – Clause 11(4)(b) – Calculation for the 14<sup>th</sup> Week and Ongoing**

Capped at the maximum weekly amount

= 85% of **Amount B**

= \$ \_\_\_\_\_ Gross Per Week