

## WORKERS COMPENSATION CLAIM PROCEDURE

To lodge a worker's compensation claim the following documentation is required;

- **Workers Compensation Claim Form (2B Claim Form)** completed by the injured worker
- **Employers Report** completed by the employer
- **First Certificate of Capacity** obtained by the injured worker from the first treating doctor

Once all documentation is complete please email through to [claims@centrewest.com.au](mailto:claims@centrewest.com.au) and we will lodge the claim on your behalf. Please note, all three documents are required before the claim can be lodged.

Once the insurer has received all required documentation, they have 14 business days to assess liability and advise of their decision in writing.

As per Workcover WA guidelines, you may consider paying accrued leave to your injured worker (such as annual or sick leave). You must ask the injured worker first, make it clear that this is not workers' compensation, and that payment of accrued leave is a voluntary option until decision regarding liability is made. If the claim is approved, any payment from accrued leave entitlements must be refunded to the employer by the insurer and recredited to the injured worker.

For further information on the obligations you are required to meet as an employer, please visit the [Workcover WA](http://Workcover WA) website, or call us to speak with our worker's compensation specialist or your broker.

In the circumstances where the worker chooses not to proceed with a claim it should be documented in writing and signed by the injured worker.

**Important:**

**Please be aware that once the injured worker provides their completed and signed Workers Compensation Claim Form and First Certificate of Capacity there is a legal requirement to lodge the claim within 5 working days. Failure to do so may result in a fine from Workcover WA.**