

# WATCHING OUT FOR YOU.

## A **SAFE** WORKPLACE

Your employer needs to:

- Identify workplace hazards
- Assess the risk of an injury
- Eliminate/control the risks - to solve the problem

Your employer has a legal obligation to keep your workplace safe. If you have any health and safety concerns about the work you are doing, tell your employer before anyone gets hurt.

## IF AN **INJURY** OCCURS

- Report the injury to your employer
- See a doctor and get a WorkCover medical certificate
- Give the certificate to your employer
- Ask your employer to contact their insurance company (or contact the insurance company directly)

Keep a copy of all documents relating to your injury. In some cases, your employer's insurance company may require you to submit a workers compensation claim form.

## WHAT YOU SHOULD **EXPECT**

While getting better:

- Keep in contact with your employer and your employer's insurance company
- Payments commence, in most cases, within seven days of your injury being notified to your employer's insurance company
- Medical costs relating to your injury are paid

A significant injury prevents you from undertaking your normal duties for more than seven days. If you have a significant injury, your employer's insurance company must contact you, your employer and doctor within three days to set up a plan to help you get back to work.

## RETURN TO **WORK**

If you're going to be off work for more than a few days:

- Ask your doctor and employer about suitable duties
- Participate in the plan to help you get back to work

If you cannot do all your normal duties, your employer should give you suitable duties. Talk with your doctor about whether there are at least some work duties that you can continue to do. Sometimes, a gradual return to work is advisable. Make all reasonable efforts to return to work as soon as possible.

## IF **THERE** IS A PROBLEM

- Talk to your employer and your employer's insurance company
- The WorkCover Assistance Service helps you navigate the workers compensation system
- The Workers Compensation Commission helps you resolve disputes
- You can be represented by your union or your lawyer

The WorkCover Assistance Service provides help and advice to you and your employer regarding workers compensation. The Workers Compensation Commission is approachable and accessible and ensures that disputes are resolved in a timely, fair manner.

**Note:** There are severe penalties for false or fraudulent claims.

For further information phone the WorkCover Assistance Service on **13 10 50**.

The return-to-work coordinator (if applicable) for this workplace is:

Your employer's workers compensation insurer is: