

WHAT TO DO WHEN A WORKER GETS INJURED ?

EMPLOYER CHECKLIST

PRIMARY REF: s256 Workplace Injury Management & Workers Compensation Act 1998

As an employer you have a range of legal obligations regarding reporting and record keeping. To ensure you comply with these obligations follow this simple checklist.

CHECKLIST



I have a register of injuries book at the workplace(s256 WIMWCA 1998)



My workers know how and where to notify an injury



My managerial staff know how to record a notification of injury



I immediately notify my insurer of any injury to any worker



I have recorded the notification number given to me by the insurer, and given a copy of the number to the injured worker



In the case of a significant injury, I have (within 3 days) started the injury management process through consultation with the worker, the insurer, the treating doctor and myself.

NOTE: Whilst an employer has up to 48 hrs to notify a significant injury, and 7 days otherwise, it is well established that the sooner the return to work process begins, the quicker and more successful the recovery.



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