

Principal/Manager

Workers Compensation Lodgement Process

Employee suffers an injury/illness at work

Employee notifies Principal/Manager

Employee completes and submit an online [Incident/Accident Reporting Form](#)

Should the injury require medical treatment, employee visits GP who will issue the employee with an **Initial Workers Compensation Medical Certificate**

Principal/Manager provides the employee with a **Workers Claim for Compensation Form** to complete. Both the **Claim Form** and **Initial Workers Compensation Medical Certificate** must be forwarded to the **Injury Management Unit (IMU)** immediately

Completed claim received by IMU for processing and IMU then sends the claim to the State's Fund Administration Agent (JLT)

The IMU sends a letter to the employee confirming receipt of claim together with information outlining the workers compensation process, obligations and guidelines.

Note:
An Incident/Accident Reporting Form is not a claim form and cannot be used as such.
An employee has six months from the date of the injury/incident to lodge a claim for workers compensation.

The **Initial Workers Compensation Medical Certificate** must be a prescribed medical certificate for workers compensation. A medical certificate for sick leave will not be accepted.

The employee completes the 'Injured Workers Details' and the remainder of the form is to be left blank

You have six months from the date of the injury/incident to lodge a claim for workers compensation

If the injury/incident is serious; i.e.:

- the employee has been taken to hospital; or
- assaulted and police are involved; or
- stress is a factor

please contact the IMU immediately on Ph. 6165 6267.