

Claims Process - Worker

If you need medical treatment or require time off work as a result of your injury you will need to complete a claim form. The following checklist outlines what you need to do.

Worker Claim Checklist

1. Ensure your injury is recorded in the Register of Injuries.

Your employer must keep a Register of Injuries at your workplace. This can be filled in by you or someone on your behalf and should be done within 30 days of the injury. If you don't notify your employer you may not be entitled to compensation.

2. Get a medical certificate.

If you can't do your normal job you should see a doctor and ask for a Certificate of Capacity, similar to a medical certificate. The certificate needs to describe the injury, anticipated time off work and possible alternative duties.

3. If a motor vehicle was involved

If your injury or illness is the result of a motor vehicle accident, you must also report the accident to the police.

4. Obtain a Claim Form

If you want to claim benefits for time off work and/or medical treatment because of a work-related injury or illness, you have to complete a Worker's Injury Claim Form.

You can use this form for most claims but you will need to use the following forms for other entitlements:

- *Worker's Claim for Impairment Benefits*
- *Dependant's Claim for Compensation (for burial and cremation and dependant pensions after a work-related death)*
- *Worker's Claim for Permanent Disability (for hearing loss and permanent disability – injuries pre 12/11/97).*

Get a Claim Form from:

- *your employer,*
- *your local Post Office,*
- *WorkSafe Victoria offices,*
- *contact your WorkSafe Agent*
- *by calling the WorkSafe Advisory Service on 1800 136 089*
- *by emailing info@worksafe.vic.gov.au*

5. If you've left your job.

If you lodge a claim after leaving your job, you must explain in writing when you are lodging the claim, why you could not make the claim while you were still employed.

6. Give your employer the Claim Form as soon as you can.

Complete the Claim Form, attach the Certificate(s) of Capacity and give them to your employer as soon as you can. The sooner you submit the claim the sooner a decision can be made on whether your employer is liable for your injury or illness and required to compensate.

Call your employer's WorkSafe agent on **03 96411444**, or the WorkSafe Advisory Service on **1800 136 089** if you need help completing the Claim Form.