If you are injured at work

1. Seek medical treatment

The most important thing to do if you have a work-related injury or illness is to seek appropriate medical treatment.

2. Tell your employer

You should report any work-related injury or illness to your employer as soon as possible. If you (or someone on your behalf) haven't notified your employer in writing within 30 days of becoming aware of the injury, you may not be entitled to compensation.

The easiest way is to record the details of your injury in the Register of Injuries at your workplace or, if you can't access that, give your employer written particulars of your injuries.

3. Fill in and lodge a claim form

You must lodge a WorkSafe approved claim form if you want to claim WorkSafe entitlements for a work-related injury or illness.

By law, your employer can't refuse your claim, and can't dismiss you for making one.

Worker's Injury Claim Forms for claiming weekly payments and treatment expenses can be downloaded from the WorkSafe website or obtained from Post Offices, WorkSafe branches or your employer's WorkSafe Agent.

If you're unable to perform your normal duties, you'll need a Certificate of Capacity from your medical practitioner. Give the completed Certificate of Capacity and your Worker's Injury Claim Form to your employer as soon as you can.

If your claim is for weekly payments, your employer is required to forward these documents to your WorkSafe Agent within 10 days of receiving them, and the Agent then has up to 28 days to accept or reject your claim.

If you disagree with a decision relating to your claim, your employer, union, WorkCover Assist or Union Assist may be able to help. You can also contact the Accident Compensation Conciliation Service on freecall 1800 635 960 or (03) 9940 1111 or conciliation.vic.gov.au

4. Benefits & Support

If you have a work-related injury or illness, you may be entitled to:
- reasonable costs for medical and like services
- weekly payments if you lose income or require time off work
- a lump sum payment if you have a permanent impairment
- sue for damages at common law for injuries received on or after 20 Oct.1999.

Return to work. Return to life.

Getting back to work after injury or illness is an important step in your recovery. Job satisfaction and social contact are some of the things you might miss when you're not at work.

The most important person in your recovery is you. Actively participating in your rehabilitation and talking regularly to your employer and doctor can help you recover and return to work.

Xchanging

Freecall: 1800 801 070
your WorkSafe Agent

Your employer contact: _____

Ph: _____

To find out more about your rights and obligations as an injured worker, visit Injury & Claims at worksafe.vic.gov.au or telephone WorkSafe's Advisory Service on freecall 1800 136 089

State Government Victoria

WorkSafe VICTORIA