



# Fact Sheet

## *Employer Responsibilities*

### Workers Comp Fact Sheet 3

Under the Law the employer:

- Must have a current Workers Compensation policy
- Must have a return-to-work Program that covers all their workers, in case there is an injury. The program must comply with the WorkCover guidelines and be developed through consultation with your union
- Must display a summary of the Workers Compensation Legislation, and insurer's information
- Must display their return to work program or, if a smaller employer, have it available on request
- Must have a Register of Injuries book, where work related injuries are recorded
- Must advise the insurance company within 48 hours of becoming aware of a significant injury (7 days if not significant) and obtain a notification number (as a Rep you should also find out the notification number)
- Must provide a workers' compensation claim form and forward claim to the insurer (if a claim form is needed)
- Must pass payment on to injured worker as soon as possible
- Must provide suitable duties unless they can prove it is not practical.

Refer to page 18 which provides practical examples

- Must not sack an injured worker.

WorkCover can prosecute employers for failure to comply with these Laws. Union Representatives can notify their insurer about an injury, can give initial notification of an injury to the insurer and find out the notification number if the employer has not done this. This number will probably become the claim number. If there are any problems with the claim, the injured worker should quote this number so the insurance company can find the paperwork more easily.

## **DOES YOUR WORKPLACE HAVE A RETURN TO WORK PROGRAM?**

For more information please contact your union. This Literature is recommended as a guide only and is not a substitute for professional or legal advice. If you need clarification or further advice please consult your Union for further information or *Contact the Workers Health Centre. The [Workers Health Centre](#) is a non-profit organisation that has provided workers with quality health and safety services since 1976.*

**If you are an Injured Worker and in need of assistance and support when injured, please contact us**

**The Injured Workers Support Network**

**Address:**

**Phone:**

**Email:**

**Website:**

**The Injured Workers Support Network is a Not for Profit Organisation.**

**Who can participate?**

- **All injured workers**
- **Any immediate family or support persons of injured workers.**

**If interested in further information concerning meetings, membership or other forms of support for the Injured Workers Support Network, please contact us.**