



Employee's responsibilities

Workers Comp Fact Sheet 5

What an injured worker needs to do if they are injured:

- **Advise the Union Representative**
 - **Register any injury** whether serious or not, in the register of injury book
 - **Give notice** of the injury as soon as possible to the employer, or anyone designated by the employer. Notice can be in writing or verbally. It must be given before an injured worker resigns voluntarily from the job where they were injured. (Notice of gradual hearing loss must be given in writing, but can be given after voluntarily resigning from a job)
 - As a Union Representative **make sure** that the details entered in the employer's Register of Injuries are up to date
 - **See a doctor** of their choice if treatment is needed and get a WorkCover medical certificate (you are entitled to choose your own doctor)
 - **Comply** with the return to work plan
 - **Make a claim** by completing and giving to the employer a Workers Compensation claim form (a claim form is usually only needed if seeking benefits in excess of any authorised by the insurer under "provisional liability"). Your Union Representative can advise you on this
 - **Co-operate with the insurer**, in particular, complies with any reasonable request to provide specified information in addition to that provided on the claim form
 - **Attend** (if necessary) a medical examination with a medical practitioner arranged and paid for by the employer at a reasonable time
 - **Provide** up to date WorkCover medical certificates.
- If it is a significant injury (total or partial incapacity for a continuous period of more than 7 days, whether or not they are working days):
- **Advise** your insurer when asked to do so, who your Nominated Treating

Doctor is (i.e. doctor of your choice)

- **Comply** with the insurer's Injury Management Treatment Plan.

Once the insurance company has provided the employer with a notification number, the employee should get and keep a copy of this number.

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.