

Injured in your workplace?

If you are injured at work, you have the option to make a claim for workers' compensation. If you would like to make a claim, it is best to do it as soon as possible after the injury.



Seek **first aid** and **report the injury** to your employer.



Visit a doctor of your choice and obtain a **First Certificate of Capacity**.



Fill in a **workers' compensation claim form**, available on the WorkCover WA website.



Make copies of both documents and **give the originals** to your employer.



Your employer is required to pass the documents to their insurer within **five working days** of receiving it from you.



The insurer has **14 days to make a decision and notify you**. They can accept, dispute or pend the claim.



If the claim is '**pending**', they have a **further 10 days** to obtain more information and make a decision.

For more information speak to

(insert name of appropriate internal personnel e.g. Injury Management Coordinator, Human Resources etc.)

For general advice about workers' compensation contact WorkCover WA's Advice and Assistance line:

 **1300 794 744**