

# Have you been injured at work?

You have the option to make a workers compensation claim

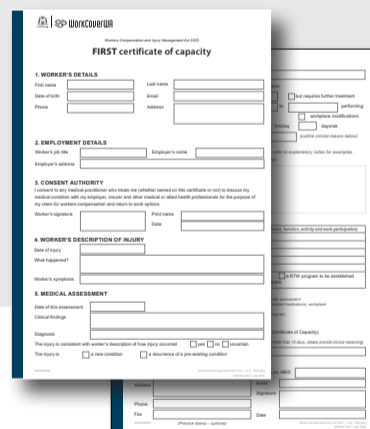
## First steps

1

Seek first aid and report the incident to your employer.

2

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



WorkCover  
FIRST certificate of capacity

1. WORKER'S DETAILS  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. EMPLOYMENT DETAILS  
Employer's name: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Worker's position: \_\_\_\_\_

3. CONSENT AUTHORITY  
I consent to my medical condition being assessed and to the issue of a certificate of capacity for the purpose of the workers compensation system and to the release of my name to the relevant authorities.

4. WORKER'S DESCRIPTION OF INJURY  
Date of injury: \_\_\_\_\_  
Where injured? \_\_\_\_\_  
How injured? \_\_\_\_\_

5. MEDICAL ASSESSMENT  
Date of this assessment: \_\_\_\_\_  
Assessment: \_\_\_\_\_  
The injury is a consequence of this injury?  Yes  No  Other

3

Fill in a **Workers Compensation Claim Form**.



Workers Compensation Claim Form

Who can make a claim?  
You are entitled to make a claim if you were an employee and were injured as a result of your work.

How to claim  
1. Get a doctor to report the injury to your employer.  
2. See a doctor of your choice to have an assessment and get a Certificate of Capacity. This is done as a condition of claiming the workers compensation system.  
3. Fill out the claim form and give it to your employer.  
4. Send your claim form to WorkCover.

The form has 10 steps to ensure the claim is made in a timely manner. It includes:  
1. Worker's details  
2. Employer's details  
3. Medical assessment  
4. Description of injury  
5. Medical assessment  
6. Consent authority  
7. Description of injury  
8. Medical assessment  
9. Consent authority  
10. Description of injury

4

Give the **First Certificate of Capacity** and **Workers Compensation Claim Form** to your employer, and keep copies for yourself.

For more information, forms and next steps visit [workcover.wa.gov.au](http://workcover.wa.gov.au)



## Any questions? We're here to help

 Advice and Assistance 1300 794 744