

FACT SHEET 7

Checklist for employers

Use the checklist below to ensure that you have the fundamentals of injury management in place.

Safety

• Ensure the health, safety and welfare of all workers and visitors on site.

Workers compensation

- Have a current workers compensation insurance policy covering all your workers.
- If asked, provide your worker with a workers compensation claim form.
- Display a summary of the legislation that outlines workers compensation, what to do if there is an injury and the name and address of your insurance agent.
- Pass on any payments received by your insurance agent to injured workers.

Injury notification

- Ensure that injured workers complete the register of injuries.
- For incidents involving the death of a person, serious injury or illness, or where a dangerous incident has occurred:
 - call WorkCover NSW immediately on 13 10 50
 - notify your insurance agent within 48 hours
 - o preserve the worksite.
- For other incidents involving an injury or illness where workers compensation is payable, such as lost time and/or medical expenses, notify your insurance agent within 48 hours.
- For more information, visit the 'reporting an incident or injury' page at workcover.nsw.gov.au

Injury management

- Establish a return to work program that is consistent with your insurance agent's injury management program.
- Category 1 employers must display their return to work program at the worksite and appoint and train a return to work coordinator.
- Category 2 employers may adopt WorkCover's standard return to work program.
- Category 2 employers must either display their program or make it available to workers who ask for it and to workers who are injured.
- Participate in developing injury management plans with the insurance agents.



- Comply with the content of any injury management plan.
- Make suitable duties available to injured workers who have a WorkCover certificate of capacity that indicates a
 capacity for suitable duties.
- If unable to provide suitable employment when the injured worker is certified fit for suitable duties, notify the insurance agent.

Record keeping

- Keep a record of wages paid for at least the previous seven years.
- Keep a register of injuries to record the details of work-related injuries.

Industrial relations

- Do not dismiss an injured worker during the first six months after they've become unfit for employment as a result
 of a work-related injury.
- Pay compensation as directed by your insurance agent.

Glossary of terms

Category 1 employers

Employers whose base premium exceeds \$50,000 or employers who are self insured or employers who have more than 20 workers and are insured by specialised insurers.

Category 2 employers

Any employer who is not a category 1 employer.

Disclaimer

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au).

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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