

# 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 - **Rebecca Gilmore Return to Work Consultant (07 3623-7496) [rebecca.gilmore@acu.edu.au](mailto:rebecca.gilmore@acu.edu.au)**

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

 **1300 794 744**