

Register of Injuries

This book must be kept in a central location that is accessible for all employees

WorkCover claim:

If a worker is injured or develops an illness at work, the worker **MUST** notify their employer within 30 days of becoming aware of the injury or disease in writing.

The easiest way to notify the employer is to document it in the Register of Injuries. When completing the Register of Injuries, ensure to complete the form in full, if there is insufficient space, attach a separate piece of paper. This record can be used as evidence, should a claim arise.

If the worker is unable to notify their employer, a representative for the worker can give notice on their behalf within the 30 day limit. That person must also give his or her name.

The employer must acknowledge in writing that he or she has been notified of the worker's injury or disease (ie by signing the Register of Injuries form). The employer and worker must each have a copy of the completed form. If additional copies are required, a photocopy is sufficient. The original copy should remain with the employer.

This form is not a WorkCover claim form. It is a register to acknowledge that an incident or accident occurred and can be used as evidence if a WorkCover claim is made.

If the worker wishes to make a WorkCover claim, they must complete a WorkCover claim form which is available from any Post Office or from your WorkCover Agent, Gallagher Bassett. Your employer may also have forms.

Please note, that if a worker does not notify their employer within 30 days of becoming aware of the injury or disease, he or she might not be entitled to compensation.

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