**Reporting Incidents/Accidents & Workers Comp claims**

All incidents/accidents that do or could result in injury must be reported to Directors without delay. If an incident/accident can’t be reported immediately, e.g. travelling to/from work, the report should be made as soon as possible. For guidelines re EveryMan records of Workers Compensation claims, see Claims Made below. All forms and record books are kept in in the filing cabinet in Greg’s office.

**NOTE: THE FIRST TIME the person tells a supervisor or Manager that they feel pain or have visible signs of injury, this is the time of a report of injury, NOT LATER when a medical certificate is received.**

Workers Compensation Insurance Provider: QBE Ph 62013333 fax. 62013398 Policy no. CA-1929252-GWC

**NOTE: all forms listed below are located on the Staff page in the Resources table.**

1. The employee must complete an **Accident/Incident Report form**. As of 15 September 2014, pdf summaries of reports and EveryMan responses will be stored on Smartsheet.
2. If a Workers Compensation claim is to be made, EveryMan Directors are required to fax to QBE the **Notification and Register of Injury form** WITHIN 48 HOURS OF THE TIME OF RECEIVING THE REPORT OF INJURY.
3. Directors must give the worker an **ACT Workers Report of Injury form**, and an Injury on the Journey form if required for injuries received when travelling between home and work or home and work-related training.
4. The employee is to return the **ACT Workers Report of Injury** **form** with a medical certificate specifically stating that the worker’s employment was a substantial contributing factor to the injury. This includes the requirement to travel to and from home and the workplace.
5. Upon return of the completed forms Directors will complete the **Employer’s Report of Injury form** and forward all forms to QBE and any other necessary documentation.
6. The injured employee is encouraged to consult a doctor or hospital, unless the employee is certain that there is no need to be absent from work and that no complication will result from the injury.
7. **Injury Register**

The details of any injury which may lead to a Worker’s Compensation claim must be recorded in the Injury Register. This is done by completing the **Notification and Register of Injury form** (send to QBE as per 2. above) and placing a copy of the completed form in a sleeve in the **Injury Register.**

The person responsible for filing the completed forms in the **Injury Register** is the Managing Director, Men’s Centre, or, in his absence, the Managing Director Community Services.

**8. Claims Made**

For every Worker’s Compensation claim, originals of the insurer’s Workers Compensation claim forms are to be

mailed to the insurer. Copies of all completed forms and supporting documentation (e.g. Accident Report, Incident Report, medical certificates, fax cover for ‘Notification and Register of Injury form ACT’) are to be placed in an envelope stamped ‘Private and Confidential’, and marked with the staff member’s name, the date of the injury **and the Claim number** (from QBE after claim lodged) in the ‘**Claims Made’** suspension file.

**9. Record of Injury and Dangerous Occurrences**

(a) Details must be recorded in the **Record of Injury and Dangerous Occurrences ledger** of any incident which:

1. results in an injury,
2. presents actual danger but does not cause an injury (**Near Miss),** or
3. creates an awareness that a dangerous incident may occur if preventative or remedial steps are not taken

(b) At minimum, the entry should provide the following information:

i. time and date of the incident, names of the persons involved or present,

ii. the nature of injuries received,

iii. the nature of the risk posed if preventative or remedial steps not taken,

iv. list of Accident/Incident and/or Workers Compensation claim forms IF completed for the incident,

vi. names of person to whom any verbal or written report was made, and

vii. any other pertinent details relating to the incident (except where sufficient details can be found in the written reports and/or claims which have been listed).

(c) Details to be recorded by the staff member unless absent from work, in which case the Manager is responsible.