

SUMMARY NOTICE FOR DISPLAY

Name of Employer: Deakin University

The Employer's worker's compensation insurer is	CGU Worker's Compensation GPO Box 2978 CANBERRA ACT 2601 Telephone: (02) 6240 4790 Facsimile: (02) 6230 0512	Policy Number O/07-6390	Expiry Date 14/05/2016
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Injury Notice (early notification)

An Injury Notice should be given to the employer as soon as practicable after the injury happened and before the worker has voluntarily left the employment in which the worker was employed at the time of injury.

The employer must give the insurer notice of the injury (an Injury Notice) within 48 hours after becoming aware that the worker has received a workplace injury.

The notice must:

- * give the name and address of the person injured;
- * in ordinary language give the cause of the injury;
- * the date and time the injury happened;
- * the name and address of the employer; and
- * the name and address of the nominated treating doctor or, if there is no treating doctor, a doctor who has treated the worker for the injury.

The notice may be given orally, in writing, or in electronic form, to the employer, or any person designated for the purpose by the employer, or any person under whose supervision the worker is employed. If the employer gives the notice to CGU orally, the employer must give the notice in writing or in electronic form within 3 days after giving the notice orally. If there is more than 1 employer, the notice must be given to the employer responsible for the workplace where the injury happened.

To assist with early notification, a CGU Injury Notification form can be either:

- * faxed to (02) 6230 0512; or
- * emailed to earlynotification.act@iag.com.au; or
- * advised by telephoning (02) 6240 4790.

Register of Injuries

It is a register kept by the employer, which records every injury that occurs in the workplace, regardless of whether or not a claim is made.

If details of the injury are entered in the register as soon as possible after the injury happens, the entry is taken to be notice of the injury given to the employer by the injured worker for this Act.

Claim for Compensation

The employer should make a claim form for compensation available to the worker on request and free of charge.

The employee must make a formal claim (claim form) within 7 days of the injury otherwise compensation ceases until a formal claim is made.

A medical certificate in the approved form must accompany a claim for workers compensation.

**THE EMPLOYER MUST DISPLAY THIS NOTICE IN A CONSPICUOUS SPACE
SO THAT IT CAN BE CONVENIENTLY READ BY EACH TERRITORY WORKER.
MAXIMUM PENALTY: 10 PENALTY UNITS (i.e. \$1,000)**

Injury Management Program

Injury management is a workplace managed process incorporating employer and medical management from time of injury to facilitate, where practicable, efficient and cost effective maintenance in or return to suitable employment.

Employers are required, in addition to early reporting, to provide suitable duties where practicable, and establish a Return to Work Program with policies and procedures for the rehabilitation (including, if necessary, vocational rehabilitation) of injured workers of the employer.

Workers are expected to report injuries as soon as possible and cooperate with the Insurer's Injury Management Program, the employer's Return to Work Program and their individual Personal Injury Plan.

At any time, benefits can be suspended with adequate notice if a worker unreasonably refuses to comply with the above.

Employer to take claims action

An employer is guilty of an offence under the Workers Compensation Act 1951 No 2 if the employer -

- * fails to comply with the Insurer's Injury Management Program; or
- * fails to keep a Register of Injuries; or
- * fails to take part in, or cooperate in, the establishment of a Personal Injury Plan; or
- * fails to provide the injured worker with suitable employment when asked; or
- * fails to establish Return to Work policies and procedures; or
- * fails to forward compensation claims to insurer within 7 days; or
- * fails to maintain compulsory insurance; or
- * fails to conspicuously display the approved summary of legislation ; or
- * fails to provide information to the Minister.

Commencement of weekly payments

Weekly payments of compensation must begin when the worker gives notice of injury to the employer. The worker is entitled to weekly compensation from the date of injury.

If a formal claim is not received from the worker within 7 days of injury payments will cease.

Worker's right to information

The worker is entitled to enquire of his or her employer the employer's name and address for the purpose of serving documents and the name and address of the employer's insurer.