



QBE INSURANCE (AUSTRALIA) LIMITED

ABN 78 003 191 035

Canberra Branch  
Level 7, 220 Northbourne Avenue  
Braddon ACT 2612

PO Box 1008, Civic Square ACT 2608

Telephone: (02) 6201 3333

Facsimile: (02) 6201 3398

DX: 5669 Canberra

# ACT Employer's Report of Injury

Claim Number

(Office Use Only)

Before completing this form, please read the notes on the back.

## Employer's Details

Full Name (as per policy)

Policy Number

Telephone

Facsimile

ABN

Postal Address

Postcode

Site Address (specify number, street, suburb)

Postcode

Name and Location where Worker was employed (eg. depot, branch, etc)

Business Activity or Profession

Cost Centre Number

Name of Rehabilitation Coordinator

## Worker's Details

Worker's Surname

Worker's Given Name(s)

Residential Address

Postcode

Date of Birth

Sex: Male

Female

Date Employed

Employed as: Permanent

or Casual

Full-time

or Part-time

Occupation

Hours worked per week

Main tasks performed by Worker

Is Worker a direct employee? Yes  No  - explain employment

Where time was lost, please complete questions on back of form. NB: please complete Declaration on the back of form.

## Injury Details

Where did the injury occur?

At work

During a break at work

Away from work during a recess

Vehicle accident while working

Travelling to or from a place of employment

Date of Injury

Time of Injury

Date notice given

Time notice given

To whom was the accident reported

Address and place where injury occurred

Names and addresses of witnesses (if any)

Details of previous related injuries (if known)

How did the injury occur and what was the worker doing at the time? (eg. slipped while walking down stairs)

Describe the worker's injury or condition (eg. laceration, dermatitis)

Which body parts were affected? (eg. upper arm, ankle)

Give details of other circumstances which would assist the Insurer to assess the claim (eg. Do you query the validity of the claim? If so, why?)

In my opinion

## Time Lost Details

Date worker ceased work?  /  /  Time worker ceased work?  am/pm

Has worker resumed work? Yes  No  If "yes", date resumed work  /  /  Time resumed work  am/pm

Normal working hours: (eg. 7.00am to 3.30pm Monday to Thursday; 7.00am to 1.00pm Friday)

From  am/pm to  am/pm  From  am/pm to  am/pm

Exact time lost to date: Days  Shifts  Hours  Award hours worked per week  Days worked per week  Rostered days off

## Award Details

Is the worker employed under an Award or Registered Industrial Agreement? Yes  No  If "Yes", complete (a)-(c) below

(a) The Federal or Territory Award or Registered Industrial Agreement under which the worker is employed

(b) Award classification name

(c) Award classification number grade or group

What is the worker's average weekly earnings, exactly as prescribed by the worker's classification name and number, grade or group in the Award or Registered Industrial Agreement mentioned above? Include shiftwork, overtime, penalty rates, over award payments or payments to cover expenses incurred.

Rate per week

What is the actual current rate per week paid to worker?

The worker is: An apprentice  A trainee  An indentured apprentice

Which year of apprenticeship is the worker in? 1st Year  2nd Year  3rd Year  4th Year

If the worker is employed as a part-time or casual employee, what is the average number of hours worked per week?

## Rehabilitation

Has the worker resumed work under the guidelines of a Rehabilitation Plan? Yes  No

What Rehabilitation Plan has been set down for an early return to work? Give details


Name of Rehabilitation Coordinator

## Employer Declaration

The Privacy legislation protects personal and sensitive information on this form that could reasonably identify you to another person. QBE will only use or disclose your personal information for purposes that would reasonably be expected during the claim process. We may need to share your information with our agents or service providers who may also be involved with your claim. This could include rehabilitation providers, medical practitioners, investigators, solicitors, other insurers, and national and overseas reinsurers. If we need to use the information for another purpose, we will ask you for your permission first. You will be provided with the opportunity to access your personal information (some restrictions and costs may apply). In respect of any complaint that you may have regarding your personal information, QBE will provide you with our dispute resolution procedures. If you would like any further information or if you have any concerns about how QBE is managing your personal information, please contact the Compliance Manager by email: [compliance.manager@qbe.com](mailto:compliance.manager@qbe.com) or by telephone: (02) 9375 4656.

I (print name, position)

declare that the details above are true and correct in every particular.

Signature of Employer or Authorised Person

Date

### OFFICE USE ONLY

Approval:

From  am/pm On  /  /

To  am/pm On  /  /

Weekly Rate  \$ Other - Pay  Employer  Worker

Auth/Chq by  /  /  Initial Estimate  \$

F/U

### Employers: Please Note

1. This notice of claim must be forwarded to QBE within 7 days after lodgement of claim by worker. This also applies to any documentation received in respect of claim.
2. If the worker has not resumed work at time of lodgement of this claim, it is important that you notify us immediately if the worker returns to work.
3. No compensation payments are to be made without our prior approval, and only after receipt of a covering medical certificate in the form prescribed under the Act.
4. Weekly benefits will be paid at the sick leave rate.
5. Payments will be made to you unless special arrangements are made.