Workers’ Compensation
Information for Employees

Employees of the University suffering from a work-related injury/illness are covered under the *Workers Rehabilitation and Compensation Act* and *Workers Rehabilitation and Compensation Regulations* which are aimed at:

- Providing fair compensation; and
- Ensuring that injured workers are rehabilitated.

**Employer Responsibilities**

- The University, as your employer, is required to provide a safe workplace and to take responsibility for its injured workers.
- The University has an obligation to assist injured workers with their rehabilitation and return to the workplace.

**Employee Responsibilities**

- Employees who suffer a compensable injury or illness are required by the *Workers Rehabilitation and Compensation Act* to participate in the rehabilitation process, including Return to Work programs.

**Workers’ Compensation Key Stages**

- Notification to your supervisor of any work-related illness or injury as soon as possible.
- Complete an *Accident Incident Injury and Report* form and *Witness to Accident/Injury Report* form (if there is a witness to the accident/incident)
- Contact Health, Safety and Environment (HSE) for further information regarding Workers’ Compensation.
- HSE will supply you with a Workers’ Compensation Claims pack:
  1. Workers’ Compensation Information Pack Cover Letter
  2. CDU Workers Compensation Communication
  3. NT WorkSafe – Eligibility for Workers’ Compensation
  4. NT WorkSafe - Workers’ Compensation Claim form instruction
  5. NT WorkSafe Workers’ Compensation Claim form
  6. NT WorkSafe 13.01.16a: Workers Guide to Workers’ Compensation
  7. NT WorkSafe FM19111: WC First medical certificate
  8. NT WorkSafe FM19101: WC Progress medical certificate
  9. NT WorkSafe FM19088: WC Final medical certificate
  10. CDU WC Information
- Complete a NT WorkSafe Workers’ Compensation Claim form

**Please Note:** It is important that on the Workers’ Compensation Claim form you sign both sections of the form.

1. Declaration
2. Authorisation for Medical and Personal Information (This is only to release medical and personal information to the Insurer, not the University, so they can make the appropriate assessment of your claim).
Please include the Workers’ Compensation First Medical Certificate provided by your treating doctor and any other related documentation, e.g., medical invoices.

Complete an Application for Leave form, if necessary. Paid Personal Leave (e.g., Sick Leave) is applied if time off from work is required whilst we wait for the Insurer to determine liability. If the claim is accepted by the Insurer then the Paid Personal Leave will be recredited and Workers’ Compensation Leave will be applied for the period of time off work due to injury/illness.

**Please note:** You have six months from the date of injury/onset of illness to lodge a Workers’ Compensation Claim. Once you have submitted your Workers’ Compensation Claim, the Insurer will contact you within 10 working days. Regardless of whether you are going to submit a Workers’ Compensation Claim, HSE requests that you complete an Accident Incident and Injury Report form as soon as possible.

### Submitting your Workers’ Compensation Documents:

- The Insurer has 10 working days to assess your claim to determine liability of your Workers’ Compensation Claim commencing on the day after you submit the form to either your Supervisor or to Health, Safety and Environment (HSE).
- Please submit the paperwork in person to HRS reception at Orange 12 Level 2 and ask for someone from the HSE team. Alternatively, please scan your signed copy and email it through to hse.wc@cdu.edu.au. Original paperwork should be forwarded to:

  **Internal mail:**
  - Box 26 - HRS/HSE Confidential
  - Orange 12 Level 2

  **External mail:**
  - Health Safety and Environment - Confidential
  - Orange 12 Charles Darwin University
  - Ellengowan Drive, Darwin, NT 0909

### Workers’ Compensation Medical Certificates and Treatment

- You will be required to provide a ‘Workers’ Compensation First Medical Certificate’ which the Insurer will use to help determine liability for your Workers’ Compensation Claim.
- You are responsible to ensure that current ‘Workers’ Compensation Progress Medical Certificates’ are forwarded to Health, Safety and Environment to avoid any disruption to your workers’ compensation benefit payments and to assist with your rehabilitation process.
- Your treating doctor or the Insurer may refer you for further medical or specialist appointments. The Insurer will authorise these visits if they are related to your Workers’ Compensation Claim and provide you with written advice regarding these appointments.
- Your treating doctor will issue a ‘Workers’ Compensation Final Medical Certificate’ once you have recovered from your work-related injury/illness.

  **Please Note:** Medical appointments with doctors, physiotherapists, the Insurers, etc., in relation to your Workers’ Compensation Claim should be made outside, as far as possible, working hours.

- University funds (via MasterCard or Purchase Orders) are not to be used to pay for any medical appointments or treatments relating to Workers’ Compensation. This is against University Policy. If you wish to be reimbursed for any out of pocket expenses in regards to your work-related injury you will have to apply for Workers’ Compensation.

### Employer contributions to superannuation

- If you are entitled to normal weekly earnings (NWE) as part of your Workers’ Compensation Claim, this does not entitle you to superannuation contribution payments by your Employer.
However, if you are participating in a gradual Return to Work program, you are entitled for any hours you have worked and superannuation benefits on a pro rata basis.

**Leave Entitlement**

- While you are waiting for the Insurer to determine liability for your Workers’ Compensation Claim (accept, defer or reject), Paid Personal Leave (e.g. Sick Leave) may be used to ensure your pay is uninterrupted. If the claim is accepted your Paid Personal Leave will be re-credited.
- You should note that you cannot be on two types of leave at once, i.e. take Sick Leave and be on Workers’ Compensation Leave.
- Annual Recreation Leave will not generally be granted whilst you are on Workers’ Compensation as this may affect medical treatment and participation in rehabilitation.
- For any non-work related injury/illness (requiring time off work), whilst you are on Workers’ Compensation, please obtain a ‘standard Medical Certificate’ from your treating doctor. Any such time off work will not be covered by your Workers’ Compensation Leave entitlement.

**Return to Work Programs**

- If your treating doctor has specified, as part of your rehabilitation, any work restrictions within your position, for instance, restricted work hours or alternative duties, then a Return to Work (RTW) program is designed generally with the assistance of a Rehabilitation Provider and/or HSE to gradually return you to the workplace. This will assist you to return to pre-injury duties as quickly as practicable.
- Whilst you are participating in your Return to Work (RTW) program you will not normally be entitled to take Paid Personal Leave until you have been declared “fit to return to work” by your treating doctor.

For further information on Workers’ Compensation please refer to NT WorkSafe’s Bulletin: 13.01.16a *Workers Guide to Workers Compensation.*

**FOR MORE INFORMATION CONTACT HSE**

T. 08 8946 6473  
E. hse.wc@cdu.edu.au  