



Curtin University

Injury and Claims Support





Workers Compensation

Workers compensation is a scheme that covers workers who have suffered a work related injury or illness. The scheme compensates workers for lost wages, medical expenses, and associated costs while they are unable to work. The scheme also assists workers to successfully return to work following injury or illness.

Lodging A Claim:

If you have suffered a work related injury or illness, follow these steps:

1. Immediately seek first aid and report your injury to Senior Injury Management Advisor.
2. As soon as possible, consult with a medical practitioner and obtain a First Medical Certificate.
3. Complete a Workers Compensation Claim Form.
4. Send First Medical Certificate and Workers Compensation Claim Form to Line Manager and Senior Injury Management Advisor.
5. Senior Injury Management will lodge your claim with our insurer and you will be contacted directly by them to discuss your claim.

How Long Will It Take For A Decision To Be Made On My Claim?

Curtin may provide details of the accident investigation to the insurer who will notify you within 14 days after receiving your claim form and will determine if your claim is accepted, pended or disputed.

Accepted: If your claim is accepted you will receive weekly compensation payments and for reasonable expenses.

Not Accepted: If your claim is not accepted you will not receive compensation and the insurer will advise you of the reason.

Deferred: A decision on whether liability is to be accepted for your claim is not able to be made within the time allowed.

How Do I Receive An Income If I Am Unable to Work?

Whilst your claim is being assessed you are able to use sick or annual leave for lost time. If you have no leave entitlements available, or do not wish to use your annual leave, the lost time will be processed as “leave without pay”. If the insurer determines you are eligible for loss of wages during that period, these entitlements will be reinstated to you on your next pay cycle.

What About All the Bills For Medical Treatment And Other Expenses?

You are responsible for all associated costs until your application for compensation is decided.

Role Of The Treating Medical Practitioner

The treating Medical Practitioner is responsible for management of your injury/illness until you have recovered.

Their role includes:

- ⇒ Initial and ongoing diagnosis and treatment of injury/illness.
- ⇒ Completion of First Medical Certificate, issuing of valid Progress and Final Medical Certificate.
- ⇒ Referral to specialists and allied health professionals.
- ⇒ Participation in the development of return to work programs.
- ⇒ Liaise with Senior Injury Management Advisor about your condition and capacity to work.
- ⇒ Review of capacity for work (pre-injury or alternative duties) prior to the start of a new or updated return to work program.

Senior Injury Management Advisor

Phone: 9266 1380

Mobile: 0468 562 237

Email: workerscomp@curtin.edu.au

Health and Safety

Phone: 9266 4900

Email: healthandsafety@curtin.edu.au

Recovery At Work

Research shows recovery from an injury is more effective when done in the workplace instead of at home. In most cases, getting back to work or remaining at work can assist both with your recovery and your general health and wellbeing.

Together with your treating medical practitioner, a Return to Work Program will be developed to assist you to recover safely. The Curtin Senior Injury Management Advisor will also be involved to help identify available work activities.

If you are required to be away from work due to the injury or illness, stay in regular contact with your Curtin Senior Injury Management Advisor and Line Manager to let them know how you are recovering.

What Are My Return To Work Obligations?

Participate in your recovery by:

- ⇒ Attend all recommended medical treatment and reviews (e.g. physiotherapy, specialist, reviews and radiology).
- ⇒ Regular contact with Senior Injury Management Advisor and Line Manager to discuss how your recovery is progressing.
- ⇒ Attend doctors appointments by the review date noted on medical certificate.
- ⇒ Assist in developing your return to work program.
- ⇒ Adhere and participate in medically endorsed return to work program.
- ⇒ Engage in rehabilitation as required to support recovery.
- ⇒ Make reasonable efforts to recover at work.
- ⇒ Attend all medical appointments arranged by the insurer.
- ⇒ Actively participate in assessments of your capacity for work, rehabilitation progress or vocational opportunities.