

WORKERS COMPENSATION INSURANCE CLAIMS CHECKLIST

Checklist of information and items that you will need when making a Workers Compensation Insurance claim.

- Policy Number
- Insured name (as per policy)
- Risk address
- GST details (ABN & ITC)
- Copy of Workers Initial medical certificate
- Register of Injury/Illness Report
- Details of the Injury/Illness
 - How it occurred
 - When it occurred
- Worker's details:
 - Name
 - Date of Birth
 - Address
 - Contact number
 - Industry which worker is engaged
 - Weekly earnings wage figure
- Witness details (if applicable)
 - Name
 - Company Name
 - Address
 - Contact Number
- Police details (if applicable)

Whatever the claim type, you must make sure you notify your claim to your insurer or insurance broker as soon as possible and gather all relevant information at the time of the incident (such as third party details and/or witness details).

It is important that all claims are settled quickly and fairly so as to minimize any disruption to your business. Completing a claim form (if applicable) immediately, or as soon as practicable and submitting the details to your insurer or insurance broker means your claim can be actioned quickly and efficiently and minimizing the impact to you.

Optimum Service from Quote to Claim

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