

GIO WORKERS COMPENSATION

WESTERN AUSTRALIA

WHAT TO DO IF AN INJURY OCCURS...

1. Ensure that the worker immediately seeks first aid
2. Notify GIO as soon as possible by calling 13 10 10
You will need to provide the following information:
 - your contact details;
 - policy number;
 - the worker's name, address and date of birth;
 - the treating doctor's name (if known);
 - details of the incident.
3. Ensure that the worker obtains a **First Medical Certificate** from their treating doctor
4. Notify WorkSafe WA if the worker has suffered a 'notifiable incident'
5. Lodge a claim



How to lodge a claim...

1. Complete an **Employer's Report of Injury Form**
2. Obtain a completed **Workers Compensation Claim Form** from your injured worker
3. Obtain a **First Medical Certificate** from your injured worker
4. If required, obtain the following completed forms:
Statement of Witness, Recurrence of Injury Claim Form, Journey Injury Claim Form
5. Once you have obtained the **Workers Compensation Claim Form** and **First Medical Certificate** from your worker, forward all of the above to GIO within **5 working days** by either:
 - Fax: 1300 553 488
 - Mail: GIO Workers Compensation GPO Box B50
Perth WA 6838

For more information...

1. Call GIO on 13 10 10
2. Go to the “Lodging a Workers Compensation Claim” page on our website, gio.com.au/wa-claim
3. WorkCover WA have produced the following guides:
 - Workers Compensation and Injury Management – Important Information for Employers;
 - Workers Compensation and Injury Management – Important Information for Workers;
 - Variations in Prescribed Amount and other Worker's Compensation Payments.
4. GIO have produced the following guide:
 - Procedures to be followed after an injury to an employee.

To obtain any of the forms and guides referred to above, go to gio.com.au/wa-claim

