



GIO Workers Compensation

Northern Territory

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 (08) 6188 0990 or 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 NT WorkSafe within 48 hours if the worker has suffered a 'notifiable incident'
 5. Lodge a claim

13 10 10



*It's a
trust thing*

How to lodge a claim...

1. Ensure that the worker completes Part 1 of the **Workers Compensation Claim Form**
2. Complete Part 2 of the **Workers Compensation Claim Form** and an **Employers Report of Injury Form**
3. Obtain a **First Medical Certificate** from your injured worker
4. If required, obtain the following completed forms: **Statement of Witness to an Injury, Injury on the Journey, Recurrence of Disability Claim Form**
5. Once you have obtained the completed **Workers Compensation Claim Form** and **First Medical Certificate** from your worker, forward all of the above to GIO within **3 working days** by either:
 - ▶ Email: wccclaimsnt@gio.com.au
 - ▶ Fax: 1300 684 462
 - ▶ Mail: GIO Workers Compensation Claims
GPO Box 377 Darwin NT 0801

For more information...

1. Call GIO on (08) 6188 0990 or 13 10 10
2. Go to the “Lodging a NT Workers Compensation Claim” page on our website
3. NT WorkSafe have produced the following guides:
 - ▶ Employers Guide to Workers Compensation
 - ▶ Workers Guide to Workers Compensation
 - ▶ Work Health and Safety – Incident Notification
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

