

GIO Workers Compensation

Western Australia

What to do if an injury occurs...

1. Ensure that the worker immediately seeks first aid
2. Ensure that the worker obtains a **First Medical Certificate** from their treating doctor
3. Notify WorkSafe WA if the worker has suffered a 'notifiable incident'
4. 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 the injured worker
3. Obtain a **First Medical Certificate** from the 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 the worker, forward all of the above to GIO within **7 days** by either:
 - Email: wccclaimswa@gio.com.au
 - Post: GIO Workers Compensation GPO Box B50, Perth WA 6838

For more information...

1. Call GIO on 13 10 10
2. To obtain any forms and guides go to the “Make a Workers Compensation Claim WA” page on our website, <https://www.gio.com.au/business-insurance/workers-compensation/claims-wa.html>
3. **Go to WorkCover WA web site**
<https://www.workcover.wa.gov.au/>