

Dear Policy Holder,

It is important that you as an employer understand your obligations under the Australian Capital Territory *Workers' Compensation Act 1951* including any published amendments, Regulations and in relation to the Vero Workers Compensation Injury Management Program.

Every 2 years Vero Workers Compensation is required by Legislation to review the effectiveness of the Vero Workers Compensation Injury Management Program and revise it in accordance with the results of the review.

We enclose the current copy of the Vero Workers Compensation Injury Management Program 2006 for your attention. It will replace the previous 2004 version.

From 1 July 2002 employers have had increased obligations including:

- Displaying current insurance policy details
- Complying with their insurer's Injury Management Program
- Displaying a notice that outlines the requirements under the Act for making compensation claims, including the name of the insurer.
- Establishing (and displaying) a written Return to Work Program in consultation with workers, an approved rehabilitation provider and relevant unions
- Providing a Register of Injuries that is accessible to all workers
- Providing specific information required by the insurer including six monthly wage reports

Obligations in handling a claim –

When a worker is injured and seeks to make a workers compensation claim an employer must:

- Make compensation claim forms available to the worker
- Record in the Register of Injuries the date of the Notice of Injury
- Notify the insurer of an injury within 48 hours of being made aware of the workplace injury. ***If the employer fails to give notice within the specified time frame (48 hours) the employer is directly liable for weekly compensation from the date of injury until the notice is given to the insurer and cannot be reimbursed by the insurer***
- Forward the worker's claim form to the insurer within 7 days
- Cooperate in the development of and comply with, the insurer's Personal Injury Plan for the injured worker
- Provide vocational rehabilitation
- Ensure that any payments to the worker received from the insurer are immediately paid
- Provide suitable employment for an injured worker where a request for work is received within six months of injury

Also included with the Vero Workers Compensation Injury Management Program 2006 are additional documents to assist you in meeting your obligations. If you have any queries please contact the Vero Workers Compensation claims team on (02) 8273 4636 or ACT WorkCover on (02) 6205 0200

Yours faithfully,

Ramon Gebert
ACT Operations Manager
Vero Workers Compensation