

# Acknowledging and lodging the claim



*To accept an employee's Workers' Compensation Claim the school must ensure that:*

- *the injured employee has completed a WorkSafe Worker's Injury Claim Form*
- *the school acknowledges, in writing, that they have received the claim form. This may be done by giving the employee a copy of the form when they have completed their section.*

*The school must also complete a WorkSafe Employer Injury Claim Report.*

## Lodging the claim

The following documentation must be submitted to the school's Workers' Compensation Insurer via email or post:

- the employee's WorkSafe Worker's Injury Claim Form
- the WorkSafe Employer Injury Claim Report
- the injured employee's Certificate of Capacity

Note: A Certificate of Capacity is used by the Workers' Compensation Insurer and the school to determine an employee's capacity for work and the nature of their injury. Certificates are issued by a registered medical practitioner. An injured employee must have a Certificate of Capacity to receive loss of income compensation.

The school must lodge all forms within **10 calendar days**, including school holiday periods, once the claim form has been received from the employee.

## Claim decision

Within 28 days, the Workers' Compensation Insurer will notify the school of the decision of the claim.

## Resources

- WorkSafe Worker's Injury Claim Form
- WorkSafe Employer Injury Claim Report
- Certificate of Capacity