

QUESTION 6

HALLIS INCIDENT AND INJURY REPORT FORM

It is imperative that all work-related incidents (injury, condition, illness) are reported to Hallis as soon as possible. If you (or someone on your behalf) haven't notified Hallis in writing within 30 days of becoming aware of the injury, you may not be entitled to compensation.

In the event you are involved in an incident, please:

- Seek first aid assistance as appropriate
- Contact your Hallis Manager immediately
- Complete and submit this form as soon as possible of the incident occurring to email: incidents@hallis.com.au
- If you need any assistance with your incident report or any safety matter, please contact Dianne Bernau at Hallis on telephone (03) 9674 9674 or incidents@hallis.com.au

INJURED PERSON

Surname: _____ Given Name: _____
Phone: _____ Email: _____
Job Title: _____

DATE

a) When did you first become aware of your injury/condition? Date: _____

or

b) Accident date: _____ Time: _____

INJURY / CONDITION

Nature of Injury / Condition: _____

Part of Body: _____

Exact location in the workplace when injured:

Exact description of how the injury occurred:

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WORKPLACE ADDRESS

Company: _____ Phone No: _____

Address: _____

Name of Supervisor: _____

WITNESSES

Surname: _____ Given Name: _____ Phone No: _____

Surname: _____ Given Name: _____ Phone No: _____

FURTHER INFORMATION

INJURY NOTIFICATION

Injured employee's signature: (or person making notification)

Name: (please print)

WORKERS INJURY CLAIM

Where you have sustained a work-related injury or illness, you are entitled to lodge a Worker's Injury Claim. If you are unable to perform your normal duties and you wish to lodge a claim you will need to complete a Worker's Injury Claim Form available from Post Offices and Hallis. In support of your claim, you will need to obtain a Certificate of Capacity from your medical practitioner, then, forward the completed Certificate of Capacity and Worker's Injury Claim Form to Hallis as soon as possible.

Please note that you are responsible for any medical costs incurred by your lodged claim until it has been accepted and approved by the Insurer.

RETURN TO WORK

In the event have a Worker's Injury Claim, Hallis will support your recovery and return to work plan.

For more information regarding Worker's Injury Claim process or Return To Work assistance, please contact Dianne Bernau at Hallis on telephone (03) 9674 9674 or incidents@hallis.com.au

Do you anticipate lodging a Worker's Injury Claim Form? No Yes

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