

**Insurance Brokers** 

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## **First Report of Injury**

Please note that you should return this form or a copy of your own injury report form without the need for a completed claim form or medical certificates within 3 days of becoming aware of a work injury that may result in a claim or incapacity to the worker.

However, we would request that you forward this additional information within 3 days of receiving the completed claim form from the worker.

Insured Name:	Policy No:		Client Code:	
Workers Details				
Surname:		Given Name:		
Address:		Suburb:		
Telephone:		Mobile:		
Email:				
Occupation:		Date of Injury:		D.O.B
The worker is a: Direct Employee Working Director Subcontractor				
How did the injury occur?				
Describe the worker's injury or condition (eg. Strained right knee)				
Worker's Wage Details				
Normal Weekly Earnings: Ordinary Time Rate of Pay Per Week:				
Normal Weekly Hours: Average Days Worked Per Week:				
Employer's Details				
Business Name:				
Address:				
Contact Person:		Tel./Mob: Tel:	Ν	Nob:
Is the injured worker currently off work?	□ Ye	s 🗌 No	Date Ret	turned:
Doctor's Details (if known)				
Treating Doctor's/Hospital Name:		Telephone:		
Notifier's Details:				
Person making Notification:				
Relationship to Worker or Employer:				
Signature:		Date:		