

The Return to Work scheme provides timely, personalised support and services to workers and their employers following a work injury.

South Australians who have been injured at work may be eligible for income support and/or the reimbursement of medical expenses and other return to work services.

Before making a claim workers need to

Notify your line supervisor and the University of Adelaide's Injury Management and Wellbeing Advisor (ext 35904) about the injury

See a doctor to get a Work Capacity Certificate.

How to make a claim

Step 1 Complete this form

Wherever possible, the worker and the employer should complete this form together. A representative, such as a treating doctor, a worker's friend or a Return to Work Coordinator can assist the worker by completing information in the form with the worker's consent.

Step 2 Sign the Medical Authority and declarations (page 4)

Step 3 Lodge this form and your Work Capacity Certificate

By sending both forms through to:
Injury Management and Wellbeing Advisor

UNIVERSITY OF ADELAIDE

Human Resources Branch
Level 3, 50 Rundle Mall Plaza
Adelaide 5005

or

Scan both documents and email the Injury Management and Wellbeing Advisor (louise.dunn@adelaide.edu.au) with cc to the Manager, HSW Policy and Injury Management (louisa.bowes@adelaide.edu.au)

Important information for workers

- > Report a work injury to your employer as soon as possible and talk to them about a plan to stay at or return to work.
- > Talk to your doctor about work tasks you can still do and obtain a Work Capacity Certificate.
- > Be actively involved in your treatment, recovery and return to work, or stay at work plans.

Important information for employers

- > This form must be submitted to your claims agent within five business days of you receiving it.
- > There are financial incentives for employers who forward the claim form together with the Work Capacity Certificate (if you have been given one) within five calendar days of receiving the form from the worker. For more information on financial incentives visit www.rtwsa.com
- > **Notifiable incidents**
It is a legal requirement under the *Work Health and Safety Act 2012* for a person who conducts a business or undertaking to notify SafeWork SA of:
 - the death of a person
 - a serious injury or illness of a person including immediate treatment for amputation, serious head, eye, burn and laceration injuries, separation of skin from underlying tissue, spinal injury or loss of body function; medical treatment within 48 hours of exposure to substance
 - a dangerous incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure, whether or not an injury has actually occurred.

Please notify SafeWork SA by calling **1800 777 209**.

For more information about SafeWork SA please visit www.safework.sa.gov.au

Serious penalties could arise from failure to notify SafeWork SA of notifiable incidents. SafeWork SA receives ReturnToWorkSA claims data.

Need help?

If you have any questions about this form contact the **Injury Management and Wellbeing Advisor** on

35904 or via email

If you are not a staff member of the University of Adelaide or its controlled entities, please contact **Return to Work SA** on

131855

Section 1 - About this claim

1A - What is the claim for?

- Loss of wages Medical expenses
 Loss of wages and medical expenses

1B - Who is filling out this form?

When possible, it is suggested the worker and employer complete this form together.

- Worker Employer
 Both worker and employer completing the form together
 Other - Name: _____

Relationship (i.e. Family, friend or representative): _____

Phone: _____

Section 2 - Worker details

Family name: _____

Given names: _____

Former names (if any): _____

Title: Miss Ms Mrs Mr

Date of birth: / /

Gender: M F Other

Address: _____

Postal address (or if same write 'same as above'): _____

Daytime phone number: _____

Mobile number: _____

Email: _____

(Note: Providing an email will ensure prompt receipt of important notices.)

Does the worker wish to identify as:

- Aboriginal Torres Strait Islander

Country of birth: _____

Does the worker need an interpreter?: Yes No

If yes, identify language (including Auslan): _____

Dialect: _____

Is the worker an Australian citizen or permanent resident of Australia?

- Yes No

If 'No': _____

Type of visa: _____

Expiry date: / /

*Throughout this form 'injury' should be read as
'work related illness, condition or injury'

Section 3 - Injury details

3A - Injury information

What was the circumstance in which the injury occurred?

(tick one) while:

- Working at usual workplace
 Working, had a traffic accident—Police Report Number: _____
 Having a break
 Travelling to or from work
 Attending an approved course of study
 Working elsewhere
 Other (please specify): _____

Date and time of the injury: (or when was it first noticed)

Date / / Time am/pm

Did the worker stop work due to the injury? Yes No

If yes, date and time work was stopped:

Date / / Time am/pm

Has the worker resumed work? Yes No

If yes, date and time worker resumed:

Date / / Time am/pm

Has the worker returned to:

- pre-injury hours or less than pre-injury hours

Has the worker returned to:

- normal duties or modified duties

3B - Where did the injury occur?

Place (e.g. workshop floor): _____

Address: _____

Suburb / town: _____ Postcode: _____

3C - Description of the injury

What is the injury and part of the body affected? (e.g. broken left lower leg, dermatitis of the hands, lower back strain): _____

What was the worker doing at the time of the injury? (e.g. lifting bags of cement from pallet to trolley): _____

What happened and how was worker injured? (e.g. repeatedly lifting heavy bags causing lower back pain): _____

Section 4 - Capacity for work and treatment

4A - Treating doctor's information

Name: _____

Practice name: _____

Practice phone: _____

Practice address: _____

Suburb / town: _____ Postcode: _____

Hospital (if the worker was or is hospitalised): _____

4B - Work Capacity Certificate details

The worker's Work Capacity Certificate covers the period from:

/ / to / /

Section 5 - Employment details

5A - Employer's name and address

Full company or business name: _____

Trading name: _____

Postal address: _____

Suburb / town: _____ Postcode: _____

Phone: _____

Email: _____

(Note: Providing an email address will ensure prompt receipt of important notices)

ReturnToWorkSA employer number: _____

ReturnToWorkSA location number: _____

Date worker started employment: / /

Address of worker's usual workplace (if different from above): _____

Suburb / town: _____ Postcode: _____

5B - Employer contact person for this claim

(e.g. Manager or Return to Work Coordinator)

Name: _____

Phone: _____

Position title: _____

Email: _____

5C - Employment type

Is the worker any of the following? (if not leave blank)

an apprentice a trainee a working director

If the worker is not an employee what is the relationship?

(e.g. non-working director, sole contractor, partner): _____

5D - Worker's occupation and main tasks

Occupation: _____

Main tasks: _____

Section 6 - Income support

Please complete section 6 if claiming for loss of wages.

6A - Worker's hours

Is the worker:

permanent or casual

Normal hours per week? _____ hours

Regular hours each day of the week:

Mon Tue Wed Thu Fri Sat Sun OR

tick if not regular hours (e.g. shiftwork)

Is the worker:

full time or part time

If the worker works part time, what would their hours be

if they worked full time? _____ per week (if known)

6B - Worker's income details

What was the worker's gross weekly wage at

the time of the injury? \$

Does the worker normally work overtime?

Yes No

If yes, what is the average amount earned per week? \$

What are the average hours of overtime per week?

Does the worker receive non-cash benefits? Yes No

If 'Yes' what is the benefit? (e.g. car, phone, computer)

(Note: 12 months of wages information may be requested in order to determine Average Weekly Earnings.)

6C - Other employment details

Does the worker have any other current employment?

Yes No

Section 7 - EFT details

Payments and reimbursements are paid by EFT.

7A - Worker's Electronic Funds Transfer (EFT) details

Bank name: _____

BSB number: /

Account number: _____

Account name: _____

7B - Employer's EFT details

Bank name: _____

BSB number: /

Account number: _____

Account name: _____

Section 8 - Notification of injury

Notification details

When was the employer notified of the injury?

Date: / /

Name of person notified: _____

Position/title of person notified: _____

Person notifying: Worker Other, please specify: _____

Date claim form given to/completed with employer:

/ /

Section 9 - Other information

Provide any other information relevant to the assessment of the claim:

Important information—read before completing sections 10 and 11

It is intended that the worker and employer complete this form together. If this is the case, the employer should complete section 10 and the worker section 11. If not, only the person (worker or employer) completing the form should sign the relevant section.

Section 10 - Employer declaration

I acknowledge that it is an offence against the *Return to Work Act 2014* to make a statement that is false or misleading. The information I have provided is true and not misleading. I agree to advise ReturnToWorkSA:

- > if my circumstances change
- > if I become aware of any matter that would make the above information false or misleading
- > of any change in the worker's return to work status.

Employer's full name (or authorised person): _____

Employer's signature: _____

Date / /

Section 11 - Medical authority & worker declaration

Only the worker can complete this section.

I give permission for:

- > my medical experts to provide ReturnToWorkSA, my employer's claims agent or my self-insured employer with information relating, and/or relevant to my work injury, condition or illness.
- > any of my medical experts to receive x-rays, medical records or reports relating to my claim (including copies) for the purpose of writing a report about my injury, condition or illness related issue.
- > ReturnToWorkSA or my employer's claims agent, or my self-insured employer to release my personal contact information to an independent medical examiner for the purpose of an appointment reminder.

A photocopy of this medical authority is valid.

I acknowledge that it is an offence against the *Return to Work Act 2014* to make a statement that is false or misleading. The information I have provided is true and not misleading. I agree to advise ReturnToWorkSA if:

- > my circumstances change
- > I become aware of any matter that would make the above information false or misleading.
- > I undertake any employment (paid or unpaid), including self-employment, during my claim.

Worker's full name: _____

Worker's signature: _____

Date / /

Next steps

When the claims agent receives this completed claim form they:

- > will contact the worker and employer
- > may request additional information such as information to assist in determining the rate of weekly payments
- > will assess and determine the claim for income support and/or medical services
- > will arrange services to help the worker to recover and return to work. This may include visiting the worker and the employer if the worker is likely to be away from work for more than two weeks.

Workers of self-insured organisations should discuss the next steps with their employer.

Keep a copy of this completed form for your records.

Scan the QR code to visit our website for more information about making a claim and employer and worker rights and responsibilities.

www.rtwsa.com

