

How to Report an Injury as a WorkPac employee



Been injured at work? Follow these 4 steps to good health...

STEP 1: REPORT YOUR INJURY – call 1300 498 559

Report your Injury or Illness to your Supervisor and WorkPac Recruitment Coordinator immediately. This should be done as soon as possible after the immediate danger is removed and any first aid is completed.

STEP 2: MEDICAL TREATMENT

A WorkPac Injury Management Coordinator or Business Development Manager will make contact with you to discuss the incident and any medical treatment arrangements, as required.

If you receive minor treatment by a Medical Practitioner and are able to return to normal duties, no further action is required. Should you be unable to return to your normal duties, the rehabilitation process will commence.

STEP 3: COMPLETE THE PAPERWORK

Complete paperwork as soon as possible. If you are on site and unable to get to a WorkPac Business Centre phone in and complete the forms over the phone with a WorkPac Business Development Manager.

STEP 4: REHABILITATION

The WorkPac Injury Management Coordinator or Business Development Manager will meet with you to arrange suitable duties consistent with injury management/fitness for work details on the medical certificate, if practicable.

Finalisation of this rehabilitation program occurs only when you are cleared by your Medical Practitioner to return to pre-injury duties.

OBLIGATIONS FOR WORKERS

- Report injuries or illnesses to your Supervisor and WorkPac.
- Keep in contact with WorkPac and your Supervisor on site.
- Always listen to medical advice and follow directions of WorkPac