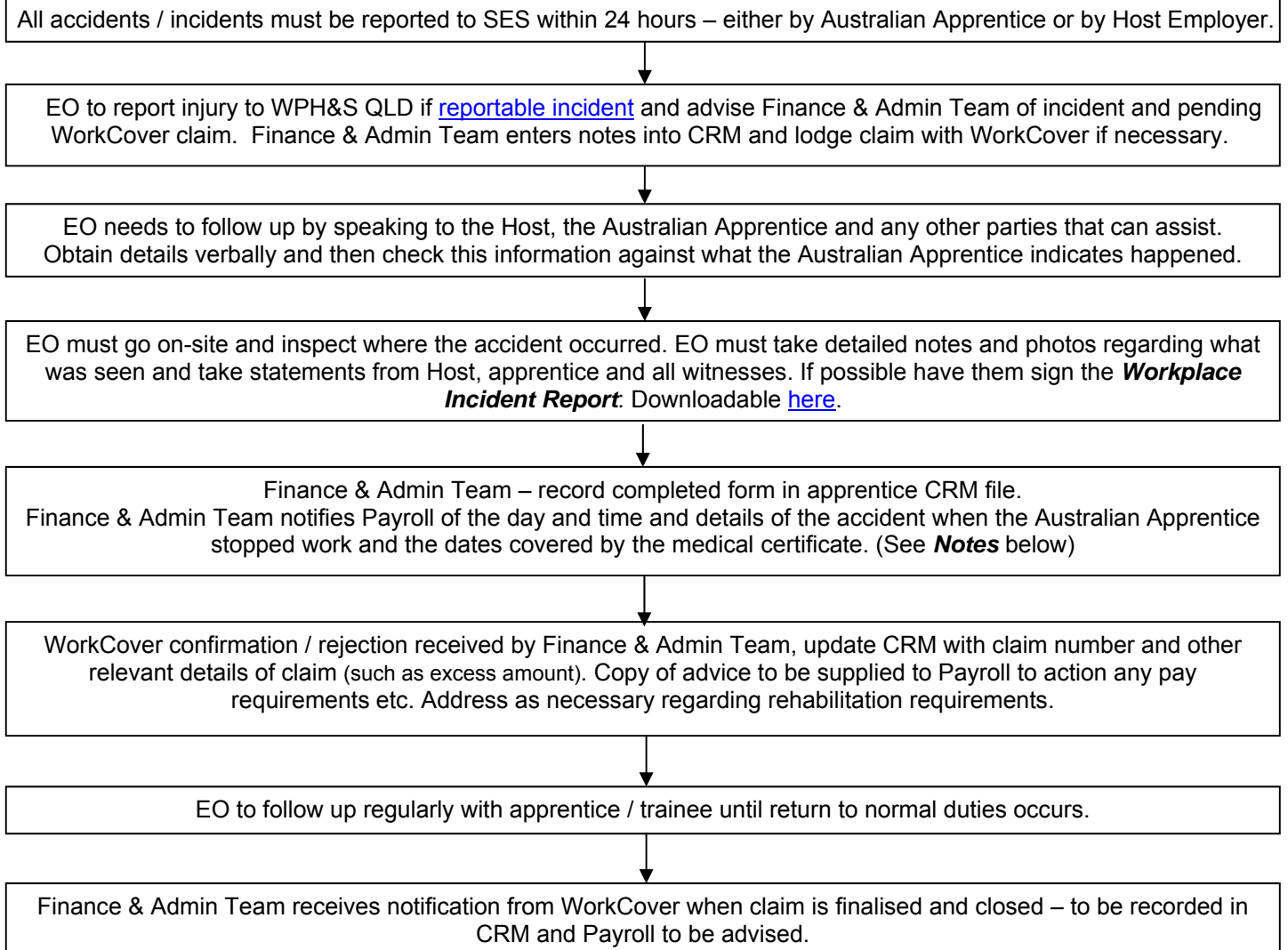


# Smart Employment Solutions

## Workplace Incident / Accident Procedure

### *When a Workplace Incident / Accident Occurs...*



#### **IMPORTANT**

If the following occurs: hospitalisation, serious head injury, serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), spinal injury, the loss of a bodily function, serious lacerations, medical treatment (treatment by a doctor) within 48 hours of exposure to a substance, the accident results in; amputation, death, or electrocution/ severe electric shock - **WPH&S QLD must be notified.**

**Rehabilitation:** If the Australian Apprentice returns to light or suitable duties and / or there is a long term injury, advise the SES Rehabilitation Co-ordinator who works with the apprentice, Workcover and the doctors to set up a suitable return to work strategy.

#### **Paperwork to be completed;**

- [Incident Notification Report](#) needs to be completed by employer (SES). WPH&S QLD may investigate the incident thoroughly and will probably inspect the worksite and interview SES Staff, Hosts and the Australian Apprentice
- Australian Apprentice / SES completes the [WorkCover Claim Form](#). Any related medical invoices / receipts (including those for medications, wound dressings etc.) and the **WorkCover Medical Certificate** must be provided to SES to lodge with the claim

*The WorkCover Claim Form is an online submission – please ensure you save a copy of submitted claim for apprentice / trainee file.*

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**Note:- WorkCover Pay Arrangements**

- The Host pays up to, including the day of the incident, hours after this time will be paid by SES / WorkCover.
- SES pays Workcover Excess for 38hrs (Full Time employees)
- WorkCover pick up the wages from there.
- WorkCover will not pay until the paperwork has been processed and approved by them so there can be a delay in the payment.

**Note:- Medical Certificate Instructions.**

- The Australian Apprentice needs to follow the instructions on the **WorkCover Medical Certificate**.
- Therefore, if it says he / she must return to work on a particular day then he / she either needs to return to work or he / she needs to go to the doctor and get another WorkCover Medical Certificate covering them for the extra time.
- Also if he / she wishes to return to work before the medical certificate states then he / she must return to the doctor and get a new medical certificate clearing them for work.
- If he / she wishes to attend college he / she needs a medical certificate releasing them to attend college etc.