

## **WORKERS' COMPENSATION CLAIMS PROCEDURE**

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When an employee sustains an injury as a result of an accident arising out of or in the course of his or her employment, the particulars of the injury are:

- To be reported to the employee's supervisor who will:
  - ensure injury detail is recorded in the appropriate register;
  - arrange for necessary claim forms to be completed.
  
- To be reported to the appropriate Claims Agent/Insurer/Government Office.

In the event of a serious accident where there may be a possibility of Common Law action against the Company, your Company Secretary or other designated officer must be advised immediately.