

## SUMMARY NOTICE FOR DISPLAY

**Name of Employer: The Mt Rogers Primary School P & C Association Inc**

<b>The Employer's worker's compensation insurer is</b>	<b>CGU Worker's Compensation GPO Box 2978 CANBERRA ACT 2601 Telephone: (02) 6240 4790 Facsimile: (02) 6230 0512</b>	<b>Policy Number  O/06-8536</b>	<b>Expiry Date  30/06/2017</b>
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### Injury Notice (early notification)

An Injury Notice should be given to the employer as soon as practicable after the injury happened and before the worker has voluntarily left the employment in which the worker was employed at the time of injury.

The employer must give the insurer notice of the injury (an Injury Notice) within 48 hours after becoming aware that the worker has received a workplace injury.

The notice must:

- \* give the name and address of the person injured;
- \* in ordinary language give the cause of the injury;
- \* the date and time the injury happened;
- \* the name and address of the employer; and
- \* the name and address of the nominated treating doctor or, if there is no treating doctor, a doctor who has treated the worker for the injury.

The notice may be given orally, in writing, or in electronic form, to the employer, or any person designated for the purpose by the employer, or any person under whose supervision the worker is employed. If the employer gives the notice to CGU orally, the employer must give the notice in writing or in electronic form within 3 days after giving the notice orally. If there is more than 1 employer, the notice must be given to the employer responsible for the workplace where the injury happened.

To assist with early notification, a CGU Injury Notification form can be either:

- \* faxed to (02) 6230 0512; or
- \* emailed to [earlynotification.act@cgu.com.au](mailto:earlynotification.act@cgu.com.au) ; or
- \* advised by telephoning (02) 6240 4790.

### Register of Injuries

It is a register kept by the employer, which records every injury that occurs in the workplace, regardless of whether or not a claim is made.

If details of the injury are entered in the register as soon as possible after the injury happens, the entry is taken to be notice of the injury given to the employer by the injured worker for this Act.

### Claim for Compensation

The employer should make a claim form for compensation available to the worker on request and free of charge.

The employee must make a formal claim (claim form) within 7 days of the injury otherwise compensation ceases until a formal claim is made.

A medical certificate in the approved form must accompany a claim for workers compensation.

**THE EMPLOYER MUST DISPLAY THIS NOTICE IN A CONSPICUOUS SPACE  
SO THAT IT CAN BE CONVENIENTLY READ BY EACH TERRITORY WORKER.  
MAXIMUM PENALTY: 10 PENALTY UNITS (i.e. \$1,000)**