



INSURANCE BROKERS

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WORKERS' COMPENSATION CLAIM PROCEDURE

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 claims 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.

The above general procedures can be relied upon to cover most circumstances.
