



# REGISTER OF INJURIES

A Register of Injuries is to be kept by all employers in a place readily accessible by workers. It allows the worker to notify the employer of an injury. The Register of Injuries provides the employer with a useful tool to analyse injury patterns and therefore reduce the risk of subsequent injuries. Many employers also use the Register of Injuries for the reporting of 'near misses'. Employers can learn about hazards in the workplace and rectify them before accidents occur.

The Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act section 17 and 18) requires an employer to keep a register of injuries. An employee must record an injury within 30 days of the injury or as soon as practicable.

Alternatively, a worker, or anyone acting on the worker's behalf, may enter the workplace particulars of the injury in the register of injuries. The employer must acknowledge notification of an injury in writing. This is as simple as signing the Register of Injuries and giving the injured person the employee copy.

## Requirements of injury notification:

- > Employers must keep a Register of Injuries at each workplace for employees to record any workplace injury or illness.
- > An injured worker (or someone acting on their behalf) must notify the employer in writing of any work-related injury or illness within 30 days of becoming aware of the injury or illness.
- > Employers must provide written confirmation to the injured worker that they received notification of the injury or illness.
- > Employers should provide a signed and dated copy of this entry to the injured worker.
- > To make a WorkSafe claim the injured worker must complete a Worker's Injury Claim Form, available from the Australia Post.



## DON'T TAKE THE RISK

### Need assistance with your Occupational Health and Safety obligations? Let us help you achieve best practice and reduce your business risks.

- > Call the Workplace Relations Helpline on (03) 8662 5222 for answers to basic enquiries.
- > Engage one of our professional consultants who specialise in delivering best practice models.
- > Check the Victorian Chamber's Guide to OHS Legislation, which sets out the main legislative requirements in plain language at [victorianchamber.com.au](http://victorianchamber.com.au)
- > Attend one of our many briefings or training sessions.

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# REGISTER OF INJURIES



## Company

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Company name (registered trading name):

Address (premises at which worker is employed):

## Date of entry

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Day:                      Month:                      Year:

## Injured worker

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Surname:    Given names:

Job title:

Date: Day:                      Month:                      Year:

## Date

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a) When did you first become aware of your injury/condition?

Date: Day:                      Month:                      Year:

or

b) Accident date: Day:                      Month:                      Year:                      Time:                      AM                      or                      PM

## Injury / condition

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Nature of injury / condition:

Part of body:

## Detail

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Exact location in the workplace when injured:

Exact description of how the injury occurred:

## Witnesses

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Surname:    Given names:

Surname:    Given names:

## Entry

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Injured employee's signature: (or person making entry)

Full name:

(form continued next page)

# REGISTER OF INJURIES



## Acknowledgement of receipt of injury notification (to be completed by employer)

Employer's Signature:

Full name:

## Follow up

Was the injury reported to the worker's supervisor?

Was any treatment provided?

Did the injured worker return to work following the injury?

If yes, provide details

## To be completed by manager/supervisor of injured worker

Has an investigation been conducted into the incident?

What, if any, controls were implemented to ensure the incident doesn't happen again?

Employer's Signature:

Full name:

Day:

Month:

Year: