

How to make a Workers' Compensation Claim

If you need medical treatment or time off work because of your injury or disease, fill in a workers' compensation claim form as soon as possible and give it to your employer.

Workers' compensation claim form

Your employer may have this form, but if not, you can get one from any post office or from your nearest WorkSafe Victoria office.

Under law, your employer cannot refuse to receive your workers' compensation claim. Nor can he or she dismiss you for making a claim.

Make sure you keep the worker's copy of your claim form after your employer has signed and dated it.

What you need to include with your claim form

If you have time off work

If you need time off work or need to change your duties because of your injury or disease, you must also give your employer a workers' compensation medical certificate (called a Certificate of Capacity) signed by a doctor.

The first certificate can be for up to 14 days off work. The Certificate of Capacity needs to give details of your injury or disease and explain why it prevents you from working. The certificate should also contain information to help your employer and doctor find suitable work for you to do while you recover.

You cannot receive weekly benefits without lodging a properly completed Certificate of Capacity.

Reasonable costs of medical and like services

You can claim for the reasonable costs of medical and like services (such as ambulance, chemist or physiotherapy), even if you do not need time off work. You may also need ongoing medical treatment to help manage your injury or disease and keep you fit for work.

Your employer must pay the first \$564* of medical and like costs of an accepted claim for a work-related injury or disease. After the first \$564* has been paid by your employer, WorkSafe will pay all reasonable costs for medical and like services.

Motor vehicle accident

If your injury or disease involved a motor vehicle accident, you must also include evidence that the accident was reported to the police. One way you could do this is to include a copy of the police accident report.

Lodging a claim after leaving your job

If you lodge your claim after leaving your job, you must provide written explanation as to why you could not have reasonably made a claim while you were in that employment.

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