

# INFORMATION FOR EMPLOYERS

## YOUR RIGHTS AND RESPONSIBILITIES

As an employer, you play an important role in assisting your worker to recover from injury. Within your role, you have the following rights and responsibilities:

### Rights

- You are entitled to information about how your injured worker's claim is being managed. Please contact your Claims Consultant for any information.
- You can claim reimbursement of weekly compensation paid. To enable reimbursement claims to be paid promptly, please complete the Workers Compensation Reimbursement Form. Most employers find it easier to send this in regularly, in line with the pay cycle.
- If a worker in receipt of benefits returns to work with another employer they must notify you within 7 days of starting this work. You must then notify us immediately, so that we can contact the worker for further details.
- If you would like a claims review meeting to discuss any of your open claims, please contact your Claims Consultant to arrange a suitable time.

### Responsibilities

- As the employer, you play a vital role in supporting your injured worker back to recovery. You should maintain an open dialogue with your worker as you would for any other absence or concern. Close and supportive communication with your injured worker is important and will assist us to reach a positive outcome.
- You are obliged to take all reasonable steps to provide suitable alternate employment while your worker is recovering and to participate in efforts to retrain your worker. If you have the capacity to provide suitable alternate employment but do not, penalties may apply.
- To ensure consistency of income for your worker, payments of Weekly Compensation should be made in line with your normal pay cycle. We will assist you to determine the correct amount to be paid. If you have the capacity to provide these Weekly Compensation payments but do not, penalties may apply.

**The information provided above is general information regarding the workers' compensation and injury management system. It must not be considered legal advice. If you have any queries, please contact your Claims Consultant.**

Any personal information you provide to us will be collected, stored, used and disclosed in accordance with our Privacy Policy located at [www.cgu.com.au/privacy](http://www.cgu.com.au/privacy). Additionally, any sensitive information will only be used for the primary purpose for which it is collected. If you cannot access our Privacy Policy through our website, please contact us on 13 15 32 and we will send you a copy.



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