



# Early Notification of Injury

Submit by phone 1300 307 952 fax 08 9264 2292 or  
email [earlynotification.wa@cgu.com.au](mailto:earlynotification.wa@cgu.com.au)

## Employer's information

Name of employer			Policy no.	
ABN	Address	Postcode		
Contact person			Division	
Telephone no.	Facsimile	Cost centre/Dept. code		

## Worker's information

Mr  Mrs  Miss  Ms

Surname First name

Address Postcode

Telephone no. Mobile Occupation

Date of birth

## Injury or illness and accident details

Date of injury	Time of injury	Date notice given	Time notice given	
Date ceased work	Time ceased work	Date resumed work	Time resumed work	Time lost?

Describe how the injury happened

Describe the worker's injury or condition (e.g. laceration, dermatitis)

Address where incident occurred

Is the incident likely to become a claim? No  Yes

Is employee currently:

- At work, performing normal duties
- At work, normal hours, performing suitable duties
- At work, on reduced hours
- Off work

Circumstances of injury:

- Whilst at work
- Travelling to or from work
- Away from work during a recess period

## Injury details (cont'd)

Estimated duration of incapacity:

*(includes either total or partial incapacity or a combination of both)*

Seven or more calendar days estimated duration of incapacity.  
*(You must notify insurer within 48 hours) VERY IMPORTANT*

For all other injuries, including medical expense only claims, or where the estimated duration of incapacity is less than seven calendar days.  
*(You must notify insurer within seven days) VERY IMPORTANT*

## Treating doctor or hospital information

Name of treating doctor or name of hospital if hospitalised

Address of treating doctor or hospital

Postcode

Telephone no.

Facsimile

## Notifier information

Person notifying us of the injury:

Worker  Employer  Other  Please specify relationship to the worker or employer

  

Name of notifier, if other than worker or employer

Telephone no.

Address of notifier, if other than worker or employer

Postcode

Mode of notification (e.g. mail, fax, email, internet)

## Privacy Notice

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