

# 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 Employer Wage Reimbursement Invoice. 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 duties while your worker is recovering.
- 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.
- You must make available the position held by your worker immediately before they became entitled to weekly payments of compensation for a period of 12 months. This means that if your worker attains a partial or total capacity for work within 12 months of becoming entitled to weekly payments of compensation, you must make their previous position available to them. If that job is not available or it is not practicable to do so, please contact us immediately so we can advise on the next steps. If you intend to dismiss your worker you must provide a Notice of Intention to dismiss to WorkCover WA no less than 28 days before the dismissal is to take place.
- If we (the insurer) or the worker file an application with WorkCover WA in respect of a dispute over entitlements, you must attend all Arbitration hearings.

### How CGU protects your employee's privacy

We use information provided to us so we can offer our products and services as well as to manage claims. This means we may need to collect personal information, and sometimes sensitive information (for example, health information about your employees for workers' compensation insurance). In relation to workers' compensation claims, we generally obtain your employee's consent to us collecting this information directly from you or from the medical practitioner, rehabilitation providers and other persons involved in the assessment and management of the employee's workers' compensation claim.

CGU will only use your employee's personal information for the purposes for which it was collected, other related purposes, purposes disclosed in our privacy policy and as permitted or required by the law. If the information is sensitive information, we will only use the information for the purposes it was initially collected, other directly related purposes, purposes disclosed in our privacy policy, or purposes to which the employee otherwise consents. Your employee may choose not to give us their information, but this may delay the assessment of their workers' compensation claim under our policy with you.

We may share this information with companies within our group, government and law enforcement bodies if required by law and others who provide services to us or on our behalf, some of which may be located outside of Australia.

Any personal information you provide to CGU Workers Compensation 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). Alternatively, contact us on 13 15 32 and we will send you a copy.

If you are providing personal information about someone else, such as your employee, you must not provide us with the information unless you have clear consent from that person to do so and let them know about our Privacy Policy and where to find it.

By providing us with information, you agree to this information being collected, held, used and disclosed as set out in our Privacy Policy.

Our Privacy Policy also contains information about how your employees can access and seek correction of their information, complain about a breach of the privacy law, and how we will deal with their complaint.

**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. You may also contact WorkCover WA, the statutory authority for workers' compensation and injury management on telephone 1300 794 744.**



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