

What you should do if an employee suffers a work related injury.

Early notification leads to early return to work. This can reduce the claim cost and duration, and minimise the impact on your business operations.

You must report all injuries and incidents to Allianz FirstReport within 48 hours* of becoming aware of them.

* 48 hours = 2 business days, Monday to Friday (excluding public holidays).

Allianz FirstReport

- Email: firstreport@allianz.com.au
- Phone: 1300 360 595
- Fax: (02) 9390 6633
- Post: GPO Box 5429, Sydney, 2001

To notify Allianz FirstReport, you will require the following information:

- Your workers compensation policy number;
- Worker's details: name, date of birth, contact number, address, current employment details, and whether an interpreter is required; and
- Injury details: date and time, nature of injury, treating doctor details, and where the injury occurred.

Allianz FirstReport will provide you with a notification number and advice regarding any action required.

Senior Advisor
Injury Management:

Delene Mason-Waugh
0419 971 516

delene@anglicansds.org.au
Level 4 221 London Circuit CIVIC

Important Information

Our Workers Compensation policy number is:

MWE 0009610

Our policy is in the name of:

Anglican Church Property Trust

Our preferred/local doctor is:

Own doctor or doctor of choice

Address:

Telephone:

What to do at the accident scene

- Assess the accident scene and ensure the safety of the rescuer and other workers.
- Determine the worker's injury status.
- Move the worker(s) away from danger, if it is appropriate and safe to do so.
- Arrange first aid.
- Transport the worker to a doctor or, if required, call an ambulance.
- Record all injuries in the Register of Injuries or First Aid Book.
- Encourage the worker to see a doctor and obtain a WorkCover Certificate of Capacity if ongoing treatment is required.

Allianz Australia Workers Compensation (NSW) Limited

ACN 003 087 545 ABN 17 003 087 545

As Agent for the NSW WorkCover Scheme

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