

## THE RECRUITMENT COMPANY INCIDENT REPORTING INFORMATION & WHS CONTACTS

If you have suffered a work related injury, been the victim of workplace bullying or harassment, or have witnessed any incidents, near misses or hazards that you feel could have resulted in an accident, please follow the following process:

1. Contact The Recruitment Company 's WHS Liaison Officer immediately to report the incident. In the event he is unavailable, call the Alternative Contact. Their contact details can be found below.
2. Complete WHS04 Accident and Hazard Reporting Form. If the nature of the incident is non-physical, complete WHS05 Incident Reporting Form. Both forms can be downloaded from the 'Contractor' section on our website.
3. Submit the form to The Recruitment Company 's WHS contact.
4. In the case of a physical injury, you must submit WHS04 along with the following:
  - NSW WorkCover Medical Certificate – please refer to WHS09 for a sample
  - Receipts for out-of-pocket expenses
  - To assist the WHS Liaison Officer in claiming insurance, please also provide the following information:
    - Your date of birth
    - Your contact details: mobile number, email address and home address
    - Details of your injury
    - Details of how you sustained the injury (time and place of the accident, how it happened, and any additional information)

5. In the case of a non-physical incident, The Recruitment Company will consult with the relevant client to ensure that appropriate steps are taken to rectify the situation and keep in contact with you to ensure you are kept aware of the measures taken.

Once you have sent all the relevant documents and information, The Recruitment Company will communicate with the insurance company and keep you informed about the progress of the insurance claim. Please note that the insurance company requires NSW WorkCover Medical Certificates for all subsequent doctor's visits relating to the claimed injury.

### **Geoff Millar – Managing Director**

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### **Sarah Banek – Alternative WHS Contact**

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