

## Workers 'Compensation Policy

All employees may be eligible for workers' compensation benefits if injured while at work.

### *Injury procedure*

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of Wettrade Apprenticeships' or the host employer's first aiders. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager or the host employer. Where necessary, an incident report may be required to be completed by the apprentice for submission to Wettrade Apprenticeships – an incident report template is at **Attachment C**.
3. The GTO Coordinator must document the incident in accordance with WHS legislation including mandatory reporting if applicable. This standard report must include:
  - employee's name and job details
  - time and date of injury
  - exact location the injury/incident occurred
  - how the injury/incident happened
  - details of the injury/illness and the part/s of the body injured
  - names of any witnesses
  - name of the person entering details in the Register
  - date the employer was notified
4. Wettrade Apprenticeships will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.

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