



ACCIDENT / INJURY PROCEDURE

Listed below is the procedure to be followed if a Hospitality Group Training apprentice or trainee has an accident or sustains an injury whilst working at their Host Employer.

- Report the injury / accident to your workplace supervisor immediately.
- Seek first aid immediately, and if necessary, visit your local Doctor to received treatment for your injury.
- **Report the injury to Hospitality Group Training within 24 hours** of the injury/accident occurring, and make an appointment with Hospitality Group Training to complete the necessary paperwork within 7 days of the injury / accident.
- **Complete Accident/ Near Miss Report Form**
- If you require medical treatment or take time off work as a result of the injury / accident, you must obtain a Workers' Compensation Medical Certificate.
- Remember – Hospitality Group Training provides alternative duties for you if you are unable to resume your regular work duties. Make sure you advise your Doctor that alternative duties are available and ask them to contact Hospitality Group Training for more information.
- If you sustain an injury that results in an extended absence from work, you are required to maintain regular contact with Hospitality Group Training. This may be by telephone or you may be required to personally come into the office. This will enable you to keep us up to date on your return to work progress.
- Once you have completed the paperwork, Hospitality Group Training will forward it on to Employers Mutual Limited who are our Workers Compensation Insurers. If you have any queries regarding your claim, you can contact Deirdre Black at Employers Mutual Limited on (08) 8127 1225.

IMPORTANT NOTE :

All claims are processed through Hospitality Group Training and NOT the Host Employer.

Please contact Hospitality Group Training on (08) 8223 6766 should you have any queries or require further information.

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