

Accidents and Injuries

According to the Government, if accidents and injuries happen in the workplace, **workers are entitled to a compensation claim**. Usually for claiming insurance, the accident needs to be recorded in an accident log, and then notified to the authorities and the insurance company within the due timeframe.

It is the responsibility of the employer to ensure that the workers and employees are aware of their rights in this regard.

Various state and territory laws also have different reporting requirements, such as to report deaths, serious accidents which could have been the cause of death. The reporting requirements of the various states are listed on [the Australian Government Business website](#).

Make sure to check the requirements for your location.

The need to maintain an accident log remain common throughout the various states and territories. A properly maintained record is the precursor to proper reporting. This is what the **Register of Injuries helps achieve**.

The responsibilities of the employer do not finish at just maintaining records. The employer must **provide proper first aid and make sure that the worker get prompt medical attention**. Keeping a good quality, well organized first aid kit in not merely a legal requirement, it is an obligation of all employers.

To ensure that you [meet your WHS requirements as well as your obligation to your workers, call AlSCO now](#).

Register of Injuries

A Register of Injuries is **a record of all the incidents** where employees might have been injured in the workplace. An employer is required to keep such a register and to record all incidents, whether there was a claim or not. The register should be **readily accessible to all workers** and they should know what to record in it. Employers who fail to keep such records face penalties.

Under the Workplace Injury Management and Workers Compensation Act of 1998, all employers are required to keep a register of injuries accessible in the working area. The worker or the employer acting on behalf of the worker, may enter details of any injury that was received by the worker while in the workplace. The information on the injury should be entered into the

register as soon as it happened. The fact that details of an incident were entered into the register will be considered to be enough notice of the injury.

Information to Be Entered

The following details should be included when entering details into the register:

- Name of the worker who was injured
- Address of the worker
- Age of the worker when injured
- Occupation of the worker
- The industry that the worker is engaged in
- Exact time and date of injury
- Nature of injury
- The cause of the injury

All of these details should be entered into the register or it would not be considered to be complete. The register can be kept in **physical form** like an actual list or book or it can be kept as **a digital file**. If the register is kept as a digital form, then the employer must provide education and training so that all employees would know how to use it and update it. The register can also be used as a notification of workplace injury to insurers.

Failure to Keep a Register of Injuries or to Notify

The failure to keep a register of injuries in a place where the employees can access it readily, to record on it or to notify authorities as per requirement **are breaches of state and territory acts which attract penalties for corporate.**

In New South Wales, if there is a serious injury or an illness, a death or an accident, it is the responsibility of the employer to report it immediately within 48 hours to WorkCover and to the insurer. However, all accidents and injuries need to be recorded in the Injury of Registers. The employer can face penalties for failure to keep a register in a readily accessible location. [WorkCover is the agency of the NSW](#) government that is tasked with enforcing laws concerning workers' health and safety.

In the [Australian Capital Territory, failure to notify](#) can attract a penalty of up to \$50,000 for a corporation. In order to report and notify correctly and promptly, it is important that proper records of injuries be maintained.

[WorkSafe Victoria requires the use of the Register of Injuries](#) to record accidents and injuries at workplaces. Any breach would be a breach of the Occupational Health & Safety Act 2004, attracting penalties under it.

Get Your Register of Injuries Free

A copy of a template of the Register of Injuries can be downloaded for free from the AlSCO First Aid Resources.

All employers should prioritise the safety and health of their workers. Keeping a Register of Injuries is just one way of ensuring that the welfare of the workers is protected.

Another way is to provide them with ready access to first aid kits in case of injuries or accidents. Proper and prompt first aid, using the right equipment can help alleviate pain, stops injuries from worsening and in certain circumstances even save lives. [Is your workplace equipped with the right first aid tools?](#) **AlSCO can help you.** [Call the experts today and be prepared for workplace emergencies.](#)