

What to do if someone is injured in the workplace

Arrange care as appropriate:
First Aid
Ambulance
Doctor
Self care

Ensure nobody else can be injured in similar circumstances
Secure site as needed

Complete and submit online OHSW [Injury/Illness Report](#) to OHSW & IM Services within 12 hours

Consider if Workers Compensation claim is required in case authorisation for treatment is necessary

Investigate incident as soon as practicable and complete online OHSW [Injury/Illness Investigation Report](#) within 5 working days of the incident occurring

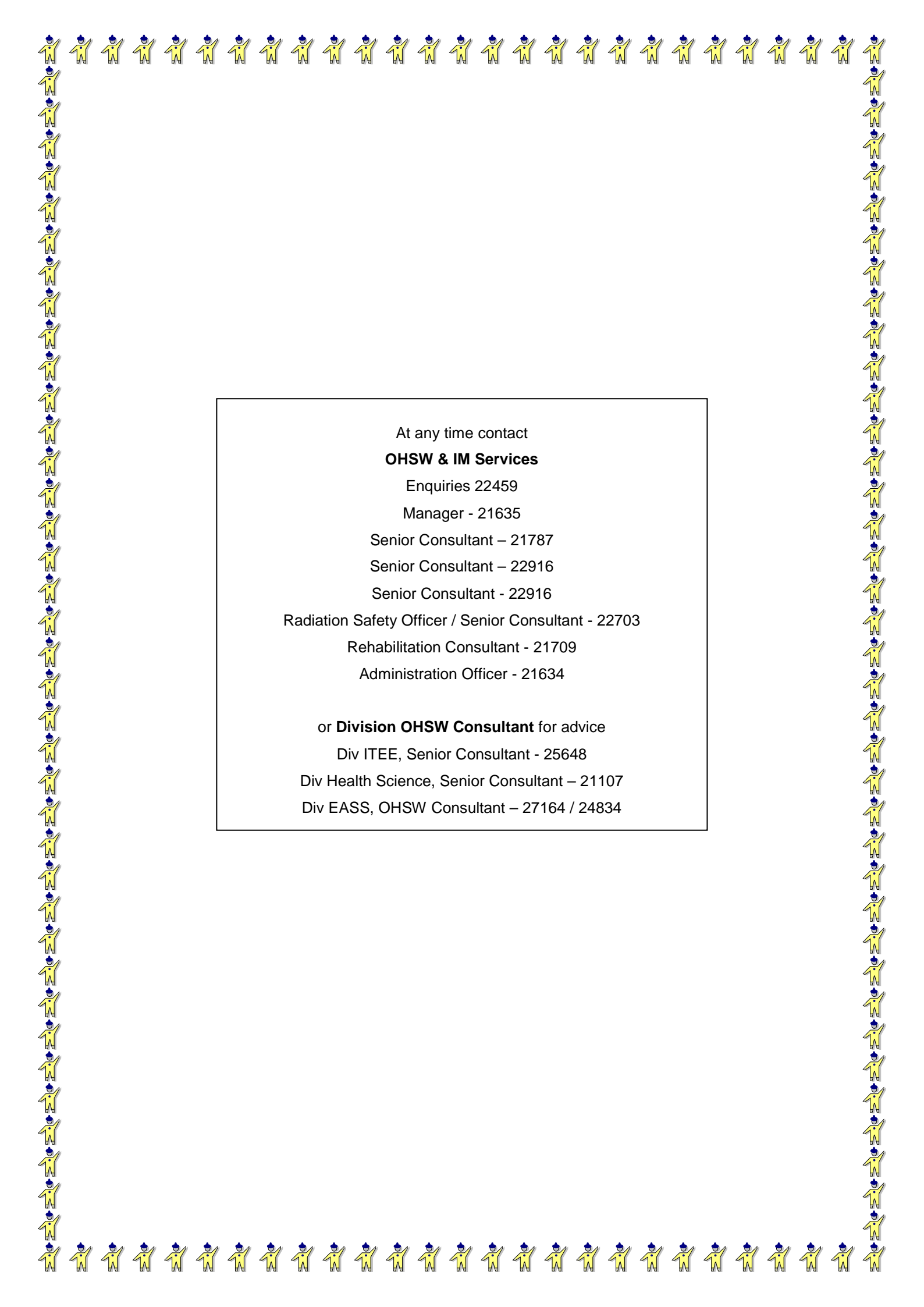
Medical certificates faxed to OHSW & IM Services as soon as possible on 8302 1380

Email or fax OHSW & IM Services if leave is to be taken
wmc@unisa.edu.au or 8302 1380

All procedural documents
(Incident Report, Workers compensation claim form)

(<http://www.unisa.edu.au/ohsw/procedures/injurymangement.asp>)

See reverse for contact details



At any time contact
OHSW & IM Services

Enquiries 22459

Manager - 21635

Senior Consultant – 21787

Senior Consultant – 22916

Senior Consultant - 22916

Radiation Safety Officer / Senior Consultant - 22703

Rehabilitation Consultant - 21709

Administration Officer - 21634

or **Division OHSW Consultant** for advice

Div ITEE, Senior Consultant - 25648

Div Health Science, Senior Consultant – 21107

Div EASS, OHSW Consultant – 27164 / 24834