

SAFETY ALERT

Incident and Injury Responsibilities

If during your apprenticeship you are involved in an incident or injured at work, there are 3 things that you are required to do:

1. **Notify TAPS immediately**

This means reporting it to TAPS either to the office on 8433 1200, WHS Manager on 0450 291 702, or to your Field Consultant. This must be done immediately. It is a legal requirement for all workers to report incidents to their employer, and (with certain incidents) for employers to notify the authority within specific timeframes.

2. **Seek medical attention** (if injured)

This can be obtained from the closest clinic of the **Corporate Health Group (CHG)**. Legislation permits injured workers to choose their own treating doctor. However, many private clinics do not have the equipment and processes to adequately deal with workplace injuries as required by our legislation. CHG operates specifically in this field and is TAPS's preferred medical provider for injury services and assessments. Unlike hospital emergency departments where long waiting-periods are normal, treatment at a CHG clinic is prompt and does not require an appointment to be made. Refer opposite for the details of the 3 CHG clinics in Adelaide.

If you incur an injury to your arm, leg, head, or eye, your Host Employer should transport you to the closest CHG clinic. The medical clinic will issue you with a medical certificate - it is vital you give TAPS a copy of this certificate following treatment in order to promptly process your rehabilitation and return to work activities.

3. **Complete 2 forms**

Following your treatment, attend the TAPS office to complete an Incident Injury Report and Workers Compensation Form.

Under the Return to Work SA Act, all reasonable medical expenses and wage maintenance (wages for time not worked due to a work related injury) are paid for by the scheme. If you choose to not lodge a claim you will be responsible for these expenses. If your condition does not improve, these expenses could be on-going. However, TAPS will pay for your initial medical treatment expenses and the time spent performing modified duties.

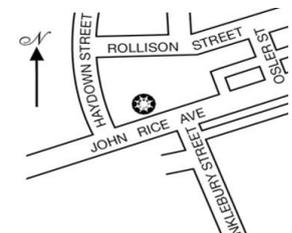
If you incur a disabling injury and cannot attend to points 2 and 3 above, notify TAPS as they will assist you with these requirements.



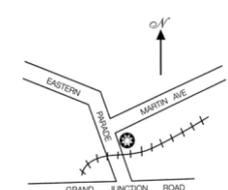
CHG Mile End Clinic
10 Railway Terrace
(cnr Railway Tce & Hughes St)
Mile End SA 5031
T: 08 8254 9200



CHG Elizabeth Vale Clinic
44 John Rice Avenue
Elizabeth Vale SA 5112
T 08 8287 6800



CHG Gillman Clinic
136 Eastern Parade
Gillman SA 5013
T: 08 8447 6955



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Need More Information

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