



WORKERS COMPENSATION COMPLIANCE – EMPLOYER OBLIGATIONS

WorkSafe ACT is the government agency responsible for the administration of the workers' compensation, workplace safety, dangerous substances, amongst other pieces of legislation. Our office provides an advisory and inspectorate function on a range of these matters to assist employers and workers.

Below is a list of a few of the workers' compensation obligations for employers under the ACT together with the proof required for inspectors conducting workplace visits;

Obligations under the Workers Compensation ACT 1951 Proof required for inspectors

Current Workers Compensation policy in place	Workers Compensation Policy Certificate of Currency, or current policy details including policy number, inception date and renewal date
Register of Injuries maintained	Accident report form or similar tool for the reporting of accidents and injuries within the workplace. A Register of Injuries must include the name and address of the injured worker, the cause of the injury, the date and time the injury happened, the name and address of the employer and the name and address of the treating doctor
Information Summary displayed	An Information Summary is a notice containing a summary of the requirements of this Act for making workers compensation claims - available from an approved ACT Workers Compensation insurer
Return to Work Plan displayed	A return-to-work program provides policies and procedures for the rehabilitation of injured workers - available from an approved ACT Workers Compensation insurer

Further information is available on our website www.worksafe.act.gov.au

Employers who fail to hold a compulsory workers compensation policy will face a civil penalty of up to double the avoided premiums. A hierarchy of offences utilising infringement notices, a cease business order, and/or criminal prosecution will also be enforced.

Below is a list of penalties associated with noncompliance with these employer obligations;

Infringement Notice Penalties	Individual	Corporation	Court Enforceable Penalties	Individual	Corporation
Fail to maintain a compulsory insurance policy	\$1,100	\$5,500	Fail to comply with Default Notice within 10 business days	\$5 500	\$27 500
Fail to keep a Register of Injuries	\$1,100	\$5,500	Fail to comply with 2nd Default Notice within 10 business days	\$27 500	\$137 500
Fail to Display a Return-to-Work Program	\$220	\$1,100	Fail to comply with Cease Business Notice within 5 business days	\$27 500	\$137 500
Fail to Display an Information Summary	\$220	\$1,100			

Court enforceable penalties may be applied in addition to those resulting from infringement notices.

Should you require any further information please contact our office on (02) 6207 3000.

Further information
worksafe.act.gov.au
 Phone: 02 6207 3000 Email: worksafe@act.gov.au

Note: This guidance material has been prepared using the best information available to WorkSafe ACT. Any information about legislative obligations or responsibilities included in this material is only applicable to the circumstances described in the material. You should always check the legislation referred to in this material and make your own judgement about what action you may need to take to ensure you have complied with the law. Accordingly, WorkSafe ACT extends no warranties as to the suitability of the information for your specific circumstances. WorkSafe ACT disclaims all responsibility and liability for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete.