

Recording workplace incidents related to WorkCover claims

If an employee considers they have suffered a workplace injury, they can apply for workers' compensation. The claim will be assessed by WorkCover Queensland, who will apply the criteria and exclusions as outlined in the [Workers' Compensation and Rehabilitation Act 2003](#).

At the time a workers' compensation claim is lodged, there may be no record of a workplace health, safety and wellbeing incident in the MyHR WHS system. For example:

- where the claim relates to events that occurred over a period of time, as opposed to one defined workplace event; and/or
- where the claim relates to alleged workplace bullying, harassment or unfair treatment, which may or may not be part of a current employee grievance process; and/or
- where the claim relates to an injury that occurred during a journey to/from work or a recess break away from the workplace.

Under section 133 of the *Workers' Compensation and Rehabilitation Act 2003* all workplace incidents that **may** result in a staff member seeking workers' compensation must be reported to WorkCover Queensland. The Department meets this requirement by extracting weekly incident records from the MyHR WHS system and uploading this data to WorkCover.

An incident must be reported in MyHR WHS when:

- the workplace knows the injury has been sustained;
- the staff member reports the injury to the workplace; or
- the workplace receives WorkCover's request for information.

Upon notification of a workers' compensation claim, an incident record in the MyHR WHS system must be created, if one does not already exist.

MyHR WHS Incident Reporting – Psychological Injury Claims

Workplace incidents related to psychological or psychiatric injury claims are to be recorded in the MyHR WHS system as outlined below.

- If the incident is not already recorded in MyHR WHS when the school/workplace is notified of a claim, information from the workers' compensation claim can be used to populate incident record fields.

On the Incident Record page:

- Date and time of incident
- School/Base location
- Incident type = Injury Illness
- Summary and Description of incident fields = include statements such as "as reported by the staff member to WorkCover Queensland in their claim for compensation".

On the Injury/Illness page:

- Staff Injury or Ill
- Base Location of staff
- Detailed Description of Injury/Illness field = include a statement “As reported by the staff member to WorkCover Queensland in their claim for compensation...”.
- Injury/Illness Classification = Class 3
- Bodily Location = Psychological Condition
- Nature of Injury/Illness = Psychological Stress
- Cause of Injury/Illness = Psychological
- Contributing Factor = Human agencies
- Activity = Work General – or another option where relevant

* Cause of Injury/Illness Psychological	If Other Cause of Injury/Illness, please specify
* Contributing Factor/Agency Human agencies	If Other Contributing Factor/Agency, please specify
* Activity Work General	If Other Activity, please specify

Remember to Save and Submit the incident record for review in MyHR WHS.

MyHR WHS Incident Reporting – Journey Claims

Workplace incidents related to journey or recess claims are to be recorded in the MyHR WHS system as outlined below. The below example is for a motor vehicle accident that occurred whilst travelling between work and home.

- If the incident is not already recorded in MyHR WHS when the school/workplace is notified of a claim, information from the workers’ compensation claim can be used to populate incident record fields.

On the Incident Record page:

- Date and time of incident
- School/Base location
- Incident type = Injury Illness
- Summary and Description of incident fields = include statements such as “as reported by the staff member to WorkCover Queensland in their claim for compensation”.

On the Injury/Illness page:

- Staff Injury or Ill
- Base Location of staff
- Detailed Description of Injury/Illness field = include a statement “As reported by the staff member to WorkCover Queensland in their claim for compensation...”.

- Injury/Illness Classification = Class 3
- Bodily Location = select from the list based on the WorkCover information
Nature of Injury/Illness = select from the list based on the WorkCover information
- Cause of Injury/Illness = Vehicle
- Contributing Factor = Vehicle
- Activity = Travel To/From Workplace

* Cause of Injury/Illness Vehicle	If Other Cause of Injury/Illness, please specify
* Contributing Factor/Agency Vehicle (Private)	If Other Contributing Factor/Agency, please specify
* Activity Travel To/From Workplace	If Other Activity, please specify

Remember to Save and Submit the incident record for review in MyHR WHS.