WHAT TO DO IF YOU ARE INJURED AT WORK ✚

Your safety is our priority. If you are injured or become unwell as a result of your work, please follow the steps below.

1. Get Immediate Help

- Seek first aid immediately if required.
- In an emergency, **call 000** or attend the nearest Emergency Department.

2. Report the Incident ASAP

As soon as it is safe to do so:

- Notify the supervisor (house manager; nurse-in-charge; business/practice manager) at the workplace where the incident occurred.
- Report the incident to Talent Quarter using our online Incident Reporting Form. This can be accessed via any of the following methods:
  - The QR Code on the back of your ID Tag
  - https://www.talentquarter.com > Resources > Report an incident
  - https://talentquarter.elumina.com.au/external/?key=TAL3549FZNYM8W
- Provide clear details of:
  - What happened
  - When and where it occurred
  - Any witnesses
  - The injury or symptoms experienced
- If attendance at a doctor is necessary, obtain a written report and provide this to Talent Quarter.
- Once you have submitted the incident report, your Talent Quarter Consultant or their manager will call you to run through your incident report together and discuss next steps.

3.Stay in Contact.

Keep your Talent Quarter Consultant updated if information related to your incident changes.
Please call us on: **1800 879 500**

Prompt reporting is important and helps ensure
you receive appropriate support.

If you are unsure whether an incident should be reported, report it anyway!