

**BULLETIN**

# A Guide for Temporary Visa Holders

## STAYING SAFE AT WORK

### The responsibility of your employer

Some of the responsibilities your employer has under Work Health and Safety law are:

- As far as reasonably practical make sure you are kept safe at work.
- To identify hazards in your work, assess how serious they are and eliminate them.
- If hazards cannot be eliminated they must be minimised.
- If personal protective equipment (for example eye protection, hearing protection, or hard hat) is supplied to protect you, then you must be shown how to use the equipment. Your employer must make sure the personal protective equipment is in good working order and replaced as necessary.
- All the equipment or materials you use must be safe and you must be shown their proper use and told about any dangers that are involved.
- To consult with you about safety in the work place and allow you to give your own ideas and listen to what you say.

### Your responsibility whilst at work

Some of the responsibilities you have under Work Health and Safety law are:

- To be safe and to look out for the safety of other people.
- To follow reasonable directions given by your employer.
- To correctly use any safety equipment (such as personal protective equipment) supplied to you.
- To report any workplace accident to your employer as soon as you can.
- You must not create any risk to the safety of other people.

Please see over for information on how to make a workers' compensation claim.

## What to do if you get hurt or injured at work

- 1** If you are hurt or injured at work tell your boss or supervisor



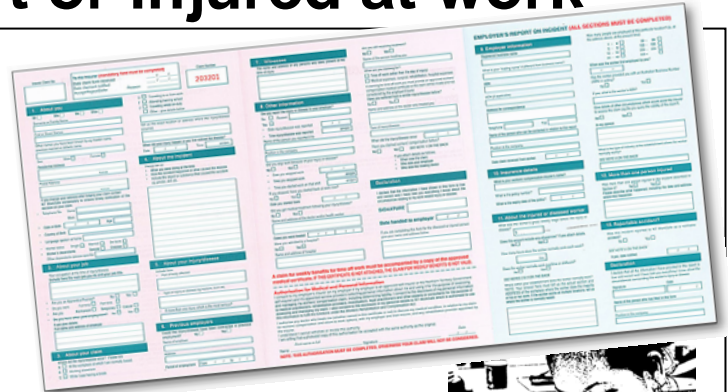
- 2** Then, if you need to, go and see your doctor



- 3** If the doctor gives you time off work, ask him/her for a **Workers Compensation First Medical Certificate**.



The doctor keeps the **white** copy of the **Workers Compensation First Medical Certificate**



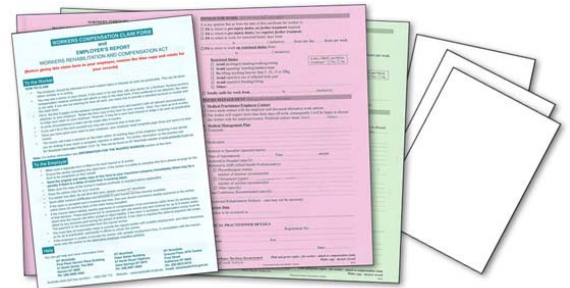
- 4** Get a [Workers Compensation Claim Form](#) from your boss
- OR go to the NT WorkSafe website
  - OR call NT WorkSafe toll-free on **1800 250 713**



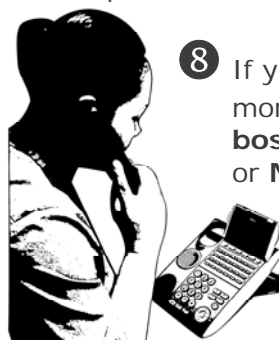
Fill out **pages 1 and 2** of the Claim Form

- 5** Give the **Claim Form**, the **First Medical Certificate**, and any doctor's receipts to your boss.

**VERY IMPORTANT** Keep copies of everything you send to your boss for your own records



- 6** Your boss must fill out **page 3** of the **Claim Form**, and send it to his/her insurer within **3 working days**
- 7** Within **10 working days** of you giving your boss the Claim, the insurance people should tell you what they decided about your Compensation Claim



- 8** If you have any problems or want more information contact your **boss's insurance company** or **NT WorkSafe**

**Workers Compensation  
1800 250 713**