

WORKERS COMPENSATION POLICY

Employees are covered under the Workers' Compensation statutes whilst at work. These laws may vary from state to state, Country to Country and from position to position. The Workers' Compensation laws exist to ensure you are properly protected in the event of an accident or injury while at work.

All injuries sustained in the work environment are to be reported immediately. Failure to do so may result in a non-payment of insurance. It is a policy of Superior Traffic Management that all accidents or injuries are reported regardless of the severity. Your Manager or Supervisor can assist you in completing an accident report and ensuring that you receive proper and adequate attention at no cost to you.

It is your responsibility to inform your Manager or Supervisor of injuries or accidents at the time of the incident. The Workers Compensation Law will not cover you if you do not follow this procedure. You should note all relevant details of any accident in an accident report, such as:

- *Name and Job Title*
- *Date and Time*
- *Location of the accident or injury*
- *How the injury or illness happened*
- *The nature of the injury or illness and what parts of your body were affected*
- *Any witness to the injury or illness, and*
- *Date you notified your supervisor*

An accident report records all the facts about the incident. The report also enables us at Superior Traffic Management to prevent further accidents within the workplace. Safety is the responsibility of all employees, if you see or are aware of a problem please advise your Manager or Supervisor immediately.



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Director
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STM-P015-1

14/10/2010

Issue 1

All printed copies are uncontrolled

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