

If you have been injured at WORK this is what you do:

1. Tell your line manager
2. Complete a **Report an Injury/Hazard Vault report** (online via the Nest, as soon as possible). Your line manager or another staff member could do this on your behalf if you are unable too.
3. Go to your **doctor (must be a registered doctor)** or **physiotherapist** (if required)
4. Your doctor will ask you to fill out an **ACC45 form**
5. Ask your doctor for a copy of the **medical certificate/ACC45 form**
6. Give copies of the **medical certificate/ACC45 form** to your line manager and Payroll (who will update the Health & Safety team)

What happens next?

1. Unitec's Health & Safety team will contact you
2. Payroll will process your claim

What YOU need to do next:

1. Make sure you **keep in contact** with your line manager and Payroll weekly
2. Promptly provide them with any updated **medical certificates** you receive



What happens if you need to go back to see the doctor?

Make sure to send your line manager and ACC Case Manager a copy of any NEW medical certificates – if you don't then you may not get paid

What will you be paid if your claim has been approved by ACC?

1. If you cannot work, ("Fully Unfit"), you will be paid at **80%** of your Average Earnings
2. If you return to work on **rehab duties**, you will be paid at **100%** of your Average Earnings
3. Unitec requires you to provide a **medical certificate** that shows you are cleared to return to work. You are unable to return to work without this medical clearance.
4. Unitec will pay you for the rehab hours worked. You **MUST** submit the times you are able to work to Payroll each week on Friday afternoon by close of business – 4:30pm. Your hours worked must be confirmed by your line manager. Hours should be emailed to payroll@unitec.ac.nz (copy in your manager when you email). If an email is not received, you will be paid as "Fully Unfit" (80% of average earnings).

IMPORTANT

- Tell your line manager and ensure a report has been completed and entered into the Vault
- Ensure your line manager is aware that you are on ACC
- Make sure your contact details are up to date in PeopleSoft
- Contact ACC, as you may go without any money
- Get the medical certificate and other forms to your line manager and Payroll. If this is not done quickly enough, we will not be able to pay you on time.
- If your injury persists once you have returned to work, tell your line manager, see a registered doctor, and contact ACC



For more information – speak to your line manager or HR Business Partner

ACC Contact Centre: **0800 101 996** or claims@acc.co.nz

<https://www.acc.co.nz/im-injured>