

Have You Had a Workplace Injury?

If you are injured at work, follow the process below.



Seek first aid (if necessary) and report the injury to your manager and via the University's on-line incident reporting system Damstra



If appropriate, visit a treatment provider, and obtain an ACC claim form



Ask your treatment provider to send a copy of the ACC claim form to Wellnz



Give a copy of your claim form (and any future medical certificates) to your manager



Manager: If the employee is given time off work, send a copy of the ACC claim form(s) to payroll and investigate the incident

For further information, contact:

- **Wellnz:** uoa@wellnz.co.nz Phone: 0508 INJURY (465 879)
- **HSW Team:** injuryclaims@auckland.ac.nz.