



Have You Had a Workplace Injury?

If you are injured at work, follow this process...



If needed, seek first aid and report the injury to your manager and through the University's online incident reporting system, Damstra, on the same day the incident occurs



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



Request that your treatment provider send a copy of the ACC claim form directly to Wellnz



Provide a copy of your ACC claim form, along with any future medical certificates, to both your manager and Wellnz



Manager Responsibilities:

- If the employee is unable to work or is on restricted duties, notify Wellnz on the same day you are informed so they can begin their management process
- Send a copy of any ACC claim form(s) and medical certificates to both Payroll and Wellnz
- Investigate the incident

Contact information:

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

