



In this register you can keep track of any Work Save or Safe Work Claims.

- When you tick the box for "This is a work claim cover" in the [personal injury register](#) (see notes below), this will automatically create an entry in the register. Double click on the entry or click .
 - Name of Injured Person: is automatically populated
 - Date Injury Occurred will also auto populate.
- Type in the claim number.
- Type the name of the Work Save/Safe Work contact and their phone number.
- Select the Return to Work Coordinator, the list will auto populated from [Key Roles & Responsibilities](#) register.
- The closed date will populate once the Return to Work Coordinator has signed the claim off in the mobile app.
- To [add documents](#) click **+ADD FILE**, once uploaded use the action buttons as required.
- Click **SAVE**.

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Personal Injury Register

1 #54 - Injury **a** Name Of Injured Person Cinderalla BPumpkin **b** Date Injury Occurred 9/12/2020

Claim Number WS8956 Work Safe/Safe Work Contact Name Mary Holland **3** Work Safe/Safe Work Contact Number 0452985632

Return To Work Coordinator Demo Admin **4** Date Case Closed **5** Signed Off

6 ADD FILE

Documents	Last Modified Time	Title	Description	Action
	07/05/2021 03:55	work safe claim.png	WS8956 claim form	

Once the case is closed it will need to be signed off in the Mobile App in [Registers/Work Safe / Safe Work Claims Register](#)

NOTE:

- From the Personal Injury Register only items with the following criteria will be created:
 - Person Injured = Employee.
 - Incident Result = Injury.
 - "This is a work cover claim" must be ticked

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Injury Number

Type **1**

Incident Result **2**

3 This is a work cover claim

