

# Workers Compensation Quote Checklist

Tasmania



Providing us with the correct information will help us understand your business and quickly provide you with a comprehensive quote. The following is a checklist to assist our underwriters with the initial assessment of your quote.

You can e-mail the completed proposal form and Declaration of Estimated Remuneration along with any supporting material to [wcunderwriting.tas@zurich.com.au](mailto:wcunderwriting.tas@zurich.com.au)

## Information to include for a renewal quote

- Any changes to your legal entity or ABN from last year
- Confirmation the legal entity is paying the workers' wages
- If you have ceased employing workers, and if so on what date and the reason for ceasing employment
- Any changes to your business activities, and if so when those changes happened
- Your contact details
- A Declaration of Wages and Earnings

## Information to include for a new business quote

- Your legal entity name and ABN and or ACN that is paying the wages of the workers
- The nature of your business
- The activities performed by your workers
- Whether you currently have an insurance policy

## Change to Wage History

- Estimated wages and employee numbers by business activity for the next 12 months period
- 5 Years wages history and employee numbers
- (for more information on the definition of wages refer Guideline of wages [worksafe.tas.gov.au/compensation/workers-compensation](https://www.worksafe.tas.gov.au/compensation/workers-compensation))

## Claims History

- We require a minimum of 5 years detailed claims history on insurance company's letterhead

## Labour Hire

- Nature of the work carried out
- Estimated remuneration to be declared and split by industry classification code allocated to the host employers business
- Number of labour hire employees by host employer
- Detailed claims experience with claims broken down by industry classification code.

## High-Risk Hazard Activities

- Identification of high-risk hazards and exposures, including the nature of the hazard and the number of workers involved in high-risk work at any one time
- Information about any specific claims relating to the high-risk exposure
- Some examples of high-risk hazard Activities include
  - Underground mining
  - Tunnelling, bridge, or dam construction
  - Handling of or exposure to hazardous materials
  - Offshore activities
  - Operation or crew of an aircraft
  - Work on oil refineries

For further information on high-risk hazard activities please review - [www.safeworkaustralia.gov.au/safety-topic/hazards](http://www.safeworkaustralia.gov.au/safety-topic/hazards)

## Further Help

If you require further information or help, do not hesitate to contact us on 1800 749 277 or e-mail us at [wcunderwriting.tas@zurich.com.au](mailto:wcunderwriting.tas@zurich.com.au).

You can also visit WorkCover TAS [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) which will provide additional information and resources for workers compensation in Tasmania.