

# WorkCover Queensland - Online Lodgement of Legal Documents (including Notice of Claims)

Process for Lodgement through WorkCover Queensland Website ([www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au))

1. Proceed to [www.worksafe.qld.com.au](http://www.worksafe.qld.com.au), and once the main webpage has loaded navigate to the drop down box under the heading “Online Services”, and click on “Please Select”.
2. Under this drop down box, please click on the selection “Send or Request Information”

WorkCover Queensland  
Queensland Government  
Workplace Health and Safety  
Electrical Safety Office  
Workers' Compensation Regulator

Contact us About us Help News What's on 1300 362 128

Search this site

Home Injury prevention & safety Claims & return to work Insurance Laws & compliance Service providers Licensing & registrations Forms & resources

### Events cancelled COVID-19 update

- MSD Symposium 24–25 March 2020
- LeadingWell business leaders breakfast 26 March 2020
- Mentally Healthy Workplaces Workshops March - June 2020
- North Queensland Injury Prevention and Return to Work Conference 30 April–1 May 2020

**Events cancelled**  
We apologise for any inconvenience. Delegates will receive a full refund. For more information contact [safe@oir.qld.gov.au](mailto:safe@oir.qld.gov.au).

#### News

- Updated Medical Items Table of Costs including new diagnosti... 26 Mar
- Coronavirus (COVID-19) workplace risk management 23 Mar
- Crush incidents when loading/unloading 20 Mar
- Edge protection company and its director fined \$55,000 for e... 18 Mar
- Availability of disposable respirators during the COVID-19 p... 13 Mar
- An update from WorkCover Queensland on

#### Featured films

- Motivated tradie beats the odds**  
WorkCover's 'Real people, Real stories' series introduces tradie, Ben Roche, who shares how he's getting his life back on tra ...
- I love you, Dad – The Dale Kennedy story**  
I love you, Dad – The Dale Kennedy story shares a family's heartbreak after their son's preventable death while working in th ...

#### Online services

- Please select
- Notify of a workplace incident and/or make a workers' compensation claim
- Login to WorkCover Connect
- Login to WorkCover online services
- Send or request information
- Electrical licence holder search
- Online plant registration form
- High risk work assessor portal
- High Risk Work Licence Online Services
- Electrical distribution entities - Register an Electrical Incident
- Workers' Compensation Regulator online service
- QWDec online
- High Risk Work Online Register
- Register for WorkCover Connect
- View all online services
- Renew a high risk work licence
- Renew an electrical worker or contractor licence

#### Connect

eSafe Facebook Twitter LinkedIn YouTube RSS

3. Once you have clicked on “Send or Request Information”, you will navigate to a new page, shown below.

WorkCover Queensland  
Queensland's safety and workers' compensation services

Contact us Help & FAQs 1300 362 128

### Send or request information

Use this form to send information to WorkCover Queensland.

\*Mandatory field

I would like to send or request

- Select -

\*Information details

- Select -

\*Email address

\*Details

Attachments

Choose file

#### Acknowledgement

In using this online facility you acknowledge:

#### Related links

- > [Send information on an existing claim](#)
- > [Send information on a new claim](#)
- > [Send or request other information](#)

4. The first drop down box allows you to submit legal invoices linked to a particular claim. However, for any other legal correspondence relating to a common law claim, do not select any categories in this drop down box. Instead, please go to step 5.

**WorkCover QUEENSLAND**  
Queensland's safety and workers' compensation services

Contact us Help & FAQs  
1300 362 128

### Send or request information

Use this form to send information to **WorkCover Queensland**.

\* Mandatory field  
I would like to send or request

- Select -

- Select -
- an invoice
- a provider management plan
- a work capacity certificate or medical report
- information on a new claim
- information on an existing claim
- other information
- a legal invoice**
- send a receipt for reimbursement
- third party privacy undertaking - insurer

**Acknowledgement**

In using this online facility you acknowledge:

- the information provided and documents submitted are true and correct
- your obligations under the [Workers Compensation and Rehabilitation Act 2003 and Regulations](#)

### Related links

- > [Send information on an existing claim](#)
- > [Send information on a new claim](#)
- > [Send or request other information](#)

5. Please navigate straight to, and click on the drop down box labelled "Information details" as this will provide access to enable upload of legal correspondence.

**WorkCover QUEENSLAND**  
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Contact us Help & FAQs  
1300 362 128

### Send or request information

Use this form to send information to **WorkCover Queensland**.

\* Mandatory field  
I would like to send or request

- Select -

\* Information details

notice of claim


- Select -
- tax declaration form
- Regulator review/appeal decision action required (claim)
- Regulator review/appeal decision no action required (claims)
- secure legal advice
- other document
- clearance or charge
- permanent impairment assessment
- common law claim information
- notice of claim**
- urgent notice of claim
- work capacity certificate (multiple claims)
- Radiology Report

...e and correct  
...[labilitation Act 2003 and Regulations](#)  
...be collected, stored, and disclosed in  
...[rivity Policy](#).

### Related links

- > [Send information on an existing claim](#)
- > [Send information on a new claim](#)
- > [Send or request other information](#)

6. Some categories of legal correspondence available to upload through the above step are;
  - a. Secure legal advice
  - b. Other document
  - c. Clearance or Charge
  - d. Permanent Impairment Assessment
  - e. Common Law Claim Information
  - f. Notice of Claim
  - g. Urgent Notice of Claim
  - h. Legal Panel Invoice
  - i. Advice or Instructions
  - j. Settlement Monies
  - k. Legal Information
  - l. Invoice (legal)
  - m. Amended Settlement Documents
7. Once a selection from this list is made from this list, as an example, Notice of Claim, you are required to complete any sections on the screen marked with a red asterisks.



**Queensland's safety and workers' compensation services**

Contact us Help & FAQs

**1300 362 128**

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**Send or request information**

Use this form to send information to **WorkCover Queensland**.

**\*Mandatory field**

I would like to send or request

- Select -

**\*Information details**

notice of claim

**\*Email address**

john.smith@workcoverqld.com.au

**\*Details**

Please see attached notice of claim for David Jones.

Attachments


Choose file

**Acknowledgement**

In using this online facility you acknowledge:

- the information provided and documents submitted are true and correct
- your obligations under the [Workers Compensation and Rehabilitation Act 2003 and Regulations](#)
- any personal information about you or others provided will be collected, stored, and disclosed in accordance with our [Privacy and Security Statement](#) and [Privacy Policy](#).

I'm not a robot
 



reCAPTCHA  
Privacy - Terms

Submit

Clear

**Related links**

- > [Send information on an existing claim](#)
- > [Send information on a new claim](#)
- > [Send or request other information](#)

8. Please provide your/senders email address (*step 2*). Please also provide a short brief of the information attached (*step 3*). Please click on “Choose File” (*step 4*) to browse your computer for the relevant file to attach. Please note, there is a 10MB file limit per attachment and send, so you may need send in multiple batches. Once you have entered these fields, tick the “I’m not a robot” checkbox (*step 5*), and finally, click Submit (*step 6*).
9. Once you have clicked submit, the files will upload and you will receive a confirmation email to the email supplied above.