

How to apply for a permit to insure (self-insurer)

This information sheet explains the responsibilities of becoming a self-insurer and how organisations can apply for a permit to self-insure.

What is a self-insurer?

A self-insurer is an organisation that has been granted a permit by the WorkCover Tasmania Board to self-insure against workers compensation claims made by its workers.

Once a permit is granted, a self-insurer must comply with the conditions of its permit. To become a self-insurer in Tasmania, applicants need to show that they have sufficient financial resources, can meet data reporting requirements and have a high standard of proven occupational, health and safety practices, and injury management practices.

Before you apply

You should read and understand the obligations imposed by the conditions of the permit before you apply. You can find a copy of the typical permit conditions at the WorkCover website — go to www.workcover.tas.gov.au and search for 'permit conditions'. You should be aware that the Board may place further conditions on a self-insurer as well as these.

You should also read the other self-insurer information sheets before deciding whether to proceed with your application.

Applying to WorkCover: what to submit at Stage 1

You must apply to WorkCover with:

- ▮ a completed Permit to Self-Insure Application form. You can find this at the WorkCover website — go to www.workcover.tas.gov.au and search for 'SI500'
- ▮ a completed Financial Indicators form. You can find this at the WorkCover website — go to www.workcover.tas.gov.au and search for 'FI01'. See information sheet SI-9 for help completing this form.
- ▮ If you are a new entity employer (that is, a legal entity with no history of operating in Tasmania), you must satisfy additional financial criteria. See information sheet SI-2 for the additional criteria
- ▮ a desktop review of financial information by an independent expert. See information sheet SI-10 for details of this review
- ▮ printed or electronic copies of your last three annual reports
- ▮ evidence of a high standard of proven work health and safety management practices. Provide a report against the National Audit Tool by a certified RABQSA auditor; or evidence of JAZ-ANZ certification against AS/NZ 4801:2001 or the National Audit Tool. See information sheet SI-16 for details
- ▮ evidence of a high standard of injury management practices. Submit your injury management program for approval. See information sheet G-2 for details
- ▮ evidence of a high standard of claims management practices. Outline how your claims management system is managed effectively. The Board will conduct a verification audit before approving the permit.
- ▮ evidence that you can meet WorkCover's data reporting requirements. See information sheet SI-5 for details.

Submit the application form and supporting evidence to:

The Secretary
WorkCover Tasmania
PO Box 56
Rosny Park TAS 7018

You must also provide any other information requested by WorkCover. Sometimes, a representative of the organisation may need to meet with the Board in support of their application.

If you satisfy these criteria, WorkCover will grant you provisional approval for a selfinsurer permit.

Applying to WorkCover: what to submit at Stage 2

After you complete Stage 1 of the application process, you must then provide:

- ▮ a Financial Undertaking from an APRA-approved financial institution. You can find this document at the WorkCover website — go to www.workcover.tas.gov.au and search for 'FUF 1'. See information sheets SI-11 and SI-12 for details
- ▮ evidence of an Excess of Loss policy secured by your organisation. See information sheet SI-13 for details.
- ▮ an Irrevocable Power of Attorney. You can find this document at the WorkCover website — go to www.workcover.tas.gov.au and search for 'IPAF 1'. This enables the Board to access funds from the excess of loss policy should you become insolvent while holding a self-insurer permit. See Information Sheet SI-17 for details
- ▮ any other information requested by WorkCover.

Submit this information to:

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The assessment process

The Board will assess the information you provide with your application. You may be asked to make a presentation to the Board to support your application. The Board may also conduct a verification audit.

Duration of the permit

Your permit may be granted for between one and three years, depending on your ability to satisfy the criteria.

Your obligations

Once the permit is granted, you must comply with the obligations imposed by the permit conditions. You can find these at the WorkCover website — go to www.workcover.tas.gov.au and search for 'permit conditions'.

Your permit conditions also include ensuring the ongoing provision of data to WorkCover should you cease to hold a self-insurer permit.

Costs associated with the permit

You are responsible for paying all costs associated with holding a licence, including those associated with applying for the licence. See information sheet SI-6 for details.

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the Workers Rehabilitation and Compensation Act 1988 and any other relevant legislation.



1300 366 322
www.workcover.tas.gov.au

For more information contact
WorkCover Tasmania
Phone: 1300 366 322 (within Tasmania)
(03) 6166 4600 (Outside Tas)
Fax: (03) 6173 0206
Email: workcover@justice.tas.gov.au