1. Notify Employer
   Employee to notify employer/principal contractor immediately after work injury.

2. Report Work Injury
   Employer/principal contractor must report to Labour Department (LD) within 14 days, otherwise employee may seek LD’s assistance.

3. Medical Clearance
   LD issues “Medical Clearance Notification” to employee, who should proceed with medical clearance accordingly.

4. Medical Assessment
   LD arranges medical assessment for employee when necessary.

5. Case Settled
   LD issues assessment certificates stating the assessment result and compensation amount. Employer/principal contractor has to clear the compensation within 21 days to settle the case.

Enquiry: www.labour.gov.hk
          2717 1771