

## INJURY MANAGEMENT POLICY

[Insert Company Name] is committed to the prevention of industrial injuries and illness through the provision of a safe and healthy working environment. In the event that an employee is injured during the course of his or her work and is unable to perform his or her normal duties, the Company will endeavour to provide meaningful work which will assist the employee in rehabilitation. The Company will provide a rehabilitation plan to the injured worker in order to achieve the purpose.

[REDACTED]

A Rehabilitation Co-Coordinator role has been designated to oversee this procedure:

[REDACTED]

The success of rehabilitation is dependent upon Management responsibility for the effective implementation of the rehabilitation programme and upon every Employee's commitment to the rehabilitation process. The following procedure is to be followed:

### Minor Injuries (generally not involving *Lost Time*)

In the event that an employee sustains an injury at work and it is determined by a medical practitioner that he or she is unable to perform his or her normal duties in full, the Rehabilitation Co-Coordinator in conjunction with the Supervisor or Manager, should:

[REDACTED]

### Injuries Involving Lost Time

In the event that an employee sustains an injury and is unable to return to his or her previous duties, either temporarily or permanently, the Rehabilitation Co-Coordinator in conjunction with the Supervisor or Manager should:

- ensure that the accident compensation paperwork has been completed and processed;
- establish contact with the injured worker to ascertain the extent of the injury and the expected length of absence from work, outline the Company's rehabilitation policy and to obtain the employee's authorisation to information from the treating doctor;
- contact the treating doctor for a prognosis on the injury and to outline the Company's rehabilitation policy to that doctor;
- if it is anticipated that a lengthy absence from work is likely to occur, seek the involvement of a rehabilitation provider as soon as possible;
- discuss the provision of alternate duties with: the injured worker; the rehabilitation provider (if required); and/or the treating doctor;
- co-ordinate the return to work of the injured worker with the rehabilitation provider and/or the treating doctor;
- follow the rehabilitation provider and/or the treating doctor's recommendations regarding selected duties and work redesign and modify the return to work programme accordingly;
- induct the injured employee into work tasks with the involvement of the rehabilitation provider;
- monitor and review the progress of injured worker with the rehabilitation provider and/or the treating doctor;
- upon medical clearance, return the employee to normal duties; and/or
- explore other options including dismissal with the rehabilitation provider if workplace rehabilitation is unsuccessful.

A claim for compensation needs to be supported by the treating doctor completing the appropriate Workcover Medical Certificate.

### **Provision of Suitable Alternative Duties**

When arranging the transfer of the injured worker to suitable alternate duties, the Rehabilitation Co-Coordinator, in conjunction with the Supervisor/Manager should:

- obtain a medical assessment and advice from the treating doctor and/or the rehabilitation provider;
- develop a tailored programme based on input from the injured worker, the treating doctor and the rehabilitation provider.
- provide alternative duties as part of the tailored programme, which may incorporate the following:
  - a modified version of the person's normal tasks;
  - retraining of the person for alternative duties;
  - other duties within the work area;
  - and duties external to the work area;
- prepare a job description for the alternative position, which states:
  - the duties involved;
  - the hours to be worked;
  - the anticipated period of employment;
  - and the skills required for the work to be performed;
- provide a copy of the job description to the injured employee;
- match the alternative duties to the injured employee's ability, taking into account:
  - the work environment - physical and psychological;
  - ergonomic and medical requirements;
  - the ability of the person to cope;
  - and the progressive allocation of duties aimed at assisting the injured worker to return to meaningful employment;
- induct the injured employee into work tasks with the involvement of other team members; and
- monitor and review the progress of the injured employee

- no alteration or change to the duties can be made without prior consultation and agreement with the Treating Doctor and/or Rehabilitation Provider.
- restricted hours are available for those people unable to perform a full day's work.
- whilst every endeavour will be made to provide rehabilitation to the injured worker, in some situations this will not be possible. If not, the Company will consult with the employee prior to termination of employment due to illness or injury.

When using this template please seek advice from Business Savvy to ensure you comply with the requirements of the *Fair Work Act 2009 (Cth)*.\*

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