

Employer / Business Name:

INJURY MANAGEMENT POLICY

I, (employer) am committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers Compensation and Injury Management Act 2023* in the event of a work-related injury.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

AIM OF THE INJURY MANAGEMENT SYSTEM

To provide the best possible response to the management of workplace injuries, so injured workers can remain at work or return to work at the earliest appropriate time.

INJURY MANAGEMENT STEPS

When there is an injury at work, the employer will:

1. Take all necessary action to provide the injured worker with immediate first aid and access to appropriate medical assistance.

Details of the responsible person or first aid officer:

2. Inform appropriate parties as soon as possible.

Contact details for workers compensation insurer, and other key parties:

3. Inform the worker of the need to obtain a First Certificate of Capacity.
4. Supply the worker with a Workers Compensation Claim Form.
5. Assist the worker to complete the Claim Form.
6. Lodge the First Certificate of Capacity and Claim Form with the insurer within seven days.
7. Maintain regular contact with the injured worker to check on progress and make arrangements for the worker to remain at work or return to work as soon as medically appropriate.
8. Prepare a Return-to-Work Program in consultation with the treating medical practitioner and the injured worker, if required.
9. Refer the worker to a workplace rehabilitation provider, if required.
10. Monitor progress towards the return-to-work goal.
11. Communicate regularly with the insurer in relation to the injured worker's claim.

ONGOING MANAGEMENT

Provide details of the person who has overall responsibility for injury management, or responsibility for a specific workplace site.

Name:

Contact details: