



Policy

Overview of Workers Compensation & Injury Management

The College supports the appropriate workers compensation and injury management legislation (NSW Injury Management and Workers Compensation Act 1998) and encourages employees at work to place a workers compensation claim in the event of illness/injury. The policies and procedures which follow are concerned with the management of work related injuries or illness.

Compensation is concerned with maintaining income for injured employees as prescribed by the workers compensation legislation, and with payment of medical and related expenses arising from the illness or injury.

Rehabilitation is concerned with restoration of the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable, consistent with pre-injury status.

Rehabilitation is based on the following:

- In the event of an illness or injury it is a normal expectation that the employee will return to work as soon as possible, consistent with medical opinion. The process of rehabilitation is an essential aspect of treatment.
- That the most effective place to rehabilitate an injured employee is in the workplace.
- That the employer is responsible for injury management in consultation with the employee and treating doctor.

The College is committed to the prevention of workplace injury and illness through the provision of a safe working environment

The employer is responsible for the provision of training, safe work practices and equipment to prevent injuries.

The employee is responsible for taking reasonable care at work and for reporting injuries or potential risk.

The College encourages employees to participate in workplace rehabilitation programs and will ensure that participation in a program will not prejudice an injured worker.

HOC Responsibilities

- To ensure appropriate procedures are in place
- To ensure that the relevant summary of the Procedures is displayed.
- To ensure that employees are aware of their entitlements for workers compensation and the procedures for lodging a claim and have ready access to claim forms.
- To ensure that an injured employee is advised of the procedures and their options and if a claim is lodged that all forms are correctly completed.

Administration Officer's Responsibilities

- Upon receiving a claim, complete and submit notification to Cambridge **within 48 hours** of being aware of the injury/illness. Ensuring that, from the following list, the appropriate forms are completed:
 1. *Initial Notification of Injury* – to be completed for any injury (minor – major). This is faxed to 1800 220 352.
 2. *Register of Injuries* – To be completed for every injury (minor – major) and kept on file at St Martins.
 3. *Injury on the Journey* – to be completed for car accidents to or from workplace or during employment. This is faxed to 1800 220 352.
 4. *Workers Compensation Claim Form* and *Employers Report of Injury* – to be completed for any injury where a claim is being made. This is faxed to 1800 220 352.
- Ensure Claims are lodged with the insurer within 2 days of receipt of the claim.
- Maintain a confidential file on each claim.
- Photocopy all documents connected with the claim and forward originals to Cambridge.
- Make file notes of all conversations in connection with a claim.

Employee Responsibilities

- To report a work related or journey incident that involves injury and/or pain by completing an *Initial Notification of Injury* form..
- If lodging a claim, complete all claim forms and provide appropriate medical certificates.
- Attend employer and insurer arranged medical assessment.
- To actively participate in the planning and implementation of the rehabilitation program.

Procedures for Workers Compensation

In conjunction with workers compensation insurers, Cambridge, all claims will be managed to closure in a manner which deals equitably with the employee and so as to minimise costs to the College.

- Claims will be handled in accordance with legislative requirements.
- Claims will be handled in a confidential manner.

Your Workers Compensation Insurer is Cambridge

You can contact them to find out your rights and entitlements as follows:

Phone: 8273 4653

Website: www.cambridgeaustralia.com

What do I do if I injure myself at work?

- Seek First Aid
- Complete *Initial Notification of Injury* Form and give to HOC
- If required, the College office staff may give you further forms to complete.

Injury on the Journey

Workers Compensation Claim Form

- Communicate with Head of College if there are any ongoing problems or issues.
- Ensure that any further paperwork such as Doctors certificates or bills are passed on to the College office.
- ***For your information:***
When the College Office has received the *Initial Notification of Injury* Form it will be faxed to Cambridge within 48 hours. The office staff will also complete the Register of Injuries documentation.
- ***If you have any questions about workplace safety or injuries do not hesitate to speak to the Head of College.***

Policy

Workplace Injury Management

Where employees are injured at work the College will, through injury management processes actively pursue the steps necessary to achieve optimum rehabilitation for the injured employee. All injured employees will be assisted to achieve rehabilitation with the outcome, where possible, of a sustainable return to work.

Policy Guidelines

Where the College is involved in injury management and rehabilitation, the following will be implemented:

- An agreed rehabilitation program will be put in place.
- The primary aim of rehabilitation is to restore the injured employee to their pre-injury employment position.
- A return to work of the injured employee as soon as possible subject to medical opinion.
- Provision of suitable duties where practicable and assistance with the return to work in a safe and proper manner. This should be documented and signed by all relevant parties.
- That from the commencement of a return to work program, employees will be made aware that the suitable alternative duties are of a temporary nature.
- The employee will be informed of their rights and responsibilities following a workplace injury/illness.
- That participation in a rehabilitation program will not prejudice an employee's rights.
- Regular meetings will occur with the employee to ensure the return to work program is operating effectively.
- That the work impact on co-workers should be minimised.
- An employee will be informed that by not participating in a return to work program, it may result in discontinuation of weekly benefits.
- That the employee will not be dismissed within the first six months of an injury solely or principally due to that injury.
- An employee will be informed that where a return to work is not feasible/achievable, it may result in termination of employment.
- Confidentiality with all files will be maintained.
- All rehabilitation and injury costs will be born by the College.

HOC Responsibilities

- Ensure that the workplace environment is supportive of injured employees and encourages early reporting of injuries/incidents.
- Ensure that a Workplace Injury Management Plan is developed, in conjunction with Cambridge, immediately after an injury.
- Carefully select suitable duties in consultation with relevant parties.
- Closely monitor the Injury Management and Return to Work Plan.
- Review injured employee at 1, 3 and 12 months after return to normal work.
- Ensure participation in a return to work program will not in itself prejudice an injured employee.
- Ensure that employees are educated in the Workplace Injury Management Policy and Procedures.

Administration Officer's Responsibilities

- Ensure that the employee has completed the incident report form and workers compensation claim form.
- Contact the treating doctor to advise of the normal duties and the availability of suitable duties.
- Maintain confidential rehabilitation records of injured employees.
- Ensure that the WorkCover Accident Report form is completed if the employee is unfit for 7 days.

Employee Responsibilities

- To report work related pain and injury immediately.
- To cooperate and participate in the development and implementation of the Injury Management Plan.
- To attend a treating doctor who is prepared to participate in the development of an Injury Management Plan.
- To provide appropriate forms, e.g. WorkCover medical certificates.
- Attend designated medical officers for medical assessment.

- To complete incident and workers compensation claim forms.
- To attend regular case management meetings.
- To strictly adhere to any restrictions on the Return to Work Plan.