

INJURY MANAGEMENT POLICY

Commitment

This policy represents Staff Australia's commitment to support the safe return to work for all employees following a work related **and** non-work-related injuries or illnesses.

Objective

The purpose of this policy is to provide injury management support for employees to return to productive employment as quickly and as safely as possible following a work-related injury or illness and to ensure safe and appropriate return to work of employees following non-work-related injuries or illnesses.

Definition:

Injury Management provides for:

- Safe, prompt and durable return to work of injured workers following a workplace injury by:
 - Ensuring treatment of injury is received
 - Implementation of Staff Australia's Workplace Rehabilitation Program
 - Management of workers' compensation claims.
- Safe, prompt and durable return to work of workers following a non-work-related injury by:
 - Communication with workers and treating practitioner regarding capacity to return to provided employment.
 - Provision of restricted duties will be considered where appropriate and suitable to business and client needs and workers' capacity. Provision of restricted or suitable duties will be at the discretion of State or Branch Manager and in consultation with the applicable client.
- Prevention of workplace injury and associated workplace absences by:
 - Notification of incident
 - Investigation of workplace incidents
 - Identification of workplace hazards and risk assessment
 - Trend analysis and monitoring of workplace injuries
 - Management of return to work of employees following non-work-related injuries/illnesses
 - Implementation of health check measures prior to or during employment.

Injury management will be implemented at the time a worker reports an injury or illness and will continue until a full return to work has been achieved or is no longer a realistic goal, determined in consultation with the employee, treating medical practitioner, insurer, and governing authority.

Responsibilities

Responsibilities of Staff Australia's Return to Work Co Ordinator, Injury Advisor, State/Branch Manager and or nominated Agent include:

- Establish early communication and engagement with all parties including the worker, treating medical practitioner, allied health providers, and (if applicable), insurer, rehabilitation providers and host employer
- Provision of assistance or access to medical attention for workers following work related injury or illness.
- Monitor and facilitate (where applicable) treatment as prescribed by treating medical providers.
- Lodgment of claim forms and notification to relevant insurer and WorkSafe Authority (where applicable) for work related injury or illness
- Where appropriate and applicable provision and facilitation of suitable duties in the workplace; monitoring return to work plans where appropriate and applicable.
- Investigation of workplace incidents for prevention and ongoing improvement in workplace safety
- Provision of information and support to the injured worker

- Maintain record of documents and communication regarding injury and progress.

Responsibilities of Injured Worker include:

- Reporting of all work related and non-work-related injuries and illnesses as soon as possible following occurrence
- Provision of relevant medical information to assist return to work
- Participation with injury management strategies
- Participation in workplace incident investigation
- Adherence to agreed return to work plan and restrictions of medical certification.
- Regular communication with Staff Australia Return to Work Co Ordinator, Injury Advisor, State/Branch Manager or nominated agent regarding progress and all issues relating to injury and return to work progress
- Commit to following medical advice and rehabilitation practices

This policy is approved by the Directors to demonstrate our commitment to provide injury management support to all workers enabling the safest, earliest and most sustainable return to employment following injury or illness.

Last reviewed: 21/02/2024