

Injury Management System

(Insert Employer/Business Name)

Injury Management Policy

(The employer) is 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. *(Include details of the responsible person or first aid officer).*
2. Inform appropriate parties as soon as possible. *(Include contact details of workers' compensation insurer and other key parties).*
3. Inform the worker of the need to gain 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 close 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.

Injury Management System (continued)

8. Prepare a Return to Work Program, in consultation with the treating medical practitioner and the injured worker, when required.
9. Refer the worker to an approved workplace rehabilitation provider when required.
10. Monitor progress towards the return to work goal.
11. Communicate regularly with the insurer in relation to the injured worker's claim.

Day-to-Day Management

The person who has day-to-day responsibility for injury management is*:

Name: _____

Contact Details: _____

- * This is either the person who has overall responsibility for injury management or responsibility for a specific workplace site.