

 <p>St Martin's College</p> <p>Building hope and faith</p>	<h2 style="margin: 0;">WORKERS COMPENSATION</h2> <p style="margin-top: 20px;"><i>Date Approved by Board:</i> <i>1st December 2006</i></p> <p><i>Updated:</i> 13th June 2014</p>
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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. It is noted that in terms of the legislation a **significant injury** means a workplace injury that is likely to result in the worker being incapacitated for work for a continuous period of more than 7 days, whether or not any of those days are work days and whether or not the incapacity is total or partial or a combination of both.

All workplace deaths or serious injuries, illnesses or dangerous incidents must be immediately reported to Work Safe Australia by phoning 13 10 50 and all records of such incidents must be kept for at least 5 years. (Such incidents do not include out-patient treatment with immediate discharge, subsequent corrective surgery, eye exposure to a substance that merely causes irritation, a burn that merely requires washing the wound and applying a dressing, fainting, sprains or fractures – see ***Guide to the Model Work Health and Safety Act October 2012***).

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:

1. 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.
2. That the most effective place to rehabilitate an injured employee is in the workplace.
3. 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

1. To ensure appropriate procedures are in place
2. To ensure that the relevant summary of the Procedures is displayed.
3. To notify NSW Workcover on 13 10 50 immediately when a “notifiable injury” occurs.
4. 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.
5. 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

1. When an injury occurs report the injury by phone 13 10 10 or emailing notification to wclaims_nsw@gio.com.au . Notification must be made within 5 days of notification by employee. Ensuring that, from the following list, the appropriate forms are completed:
 - a) *Notification of Injury/Illness Report Form* (kept in Workers Compensation File in College Office) – to be completed for any significant injury. This is to be emailed to sydneyimc@gio.com.au or fax documents to 1300 733 677.
 - b) *Register of Injury Book*– To be completed for every injury (minor – major) and kept on file at St Martins. This book is kept in the Staff room.
 - c) *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 1300 733 677.
2. Ensure Claims are lodged with the insurer within 5 days of notification of the injury.
3. Maintain a confidential file on each claim.
4. Photocopy all documents connected with the claim and forward originals to GIO General Ltd.
5. Make file notes of all conversations in connection with a claim.

Employee Responsibilities

1. To report a work related or journey incident that involves injury and/or pain by completing an *Incident Report Form*.
2. If lodging a claim, complete all claim forms and provide appropriate medical certificates.
3. Attend employer and insurer arranged medical assessment.
4. To actively participate in the planning and implementation of the rehabilitation program.

Procedures for Workers Compensation

In conjunction with workers compensation insurers, GIO General Ltd, 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.

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

Your Workers Compensation Insurer is GIO General Ltd.

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

Phone: 13 10 10 or **Email:** wcclaims_nsw@gio.com.au

Website: www.gio.com.au

What do I do if I injure myself at work?

1. Seek First Aid
2. Complete ***Incident Report Form*** and give to the Head of College
3. If required, the College office staff may give you further forms to complete.
Register of Injury Book
Notification of Injury/Illness Report Form
Workers Compensation Claim Form
4. Communicate with Head of College if there are any ongoing problems or issues.
5. Ensure that any further paperwork such as Doctors certificates or bills are passed on to the College office.
6. ***For your information:***
Upon receiving a notification all required paperwork will be submitted to GIO General Ltd **within 5 days** of being aware of the notification of the injury/illness
wcclaims_nsw@gio.com.au .
7. ***If you have any questions about workplace safety or injuries do not hesitate to speak to the Head of College.***

Policy for 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:

1. An agreed rehabilitation program will be put in place.
2. The primary aim of rehabilitation is to restore the injured employee to their pre-injury employment position.
3. A return to work of the injured employee as soon as possible subject to medical opinion.
4. 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.
5. 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.
6. The employee will be informed of their rights and responsibilities following a workplace injury/illness.
7. That participation in a rehabilitation program will not prejudice an employee's rights.
8. Regular meetings will occur with the employee to ensure the return to work program is operating effectively.
9. That the work impact on co-workers should be minimised.
10. An employee will be informed that by not participating in a return to work program, it may result in discontinuation of weekly benefits.
11. That the employee will not be dismissed within the first six months of an injury solely or principally due to that injury.
12. An employee will be informed that where a return to work is not feasible/achievable, it may result in termination of employment.
13. Confidentiality with all files will be maintained.

HOC Responsibilities

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

Administration Officer's Responsibilities

1. Ensure that the employee has completed the incident report form and workers compensation claim form.
2. Contact the treating doctor to advise of the normal duties and the availability of suitable duties.
3. Maintain confidential rehabilitation records of injured employees.

Employee Responsibilities

1. To report work related pain and injury immediately.
2. To cooperate and participate in the development and implementation of the Injury Management Plan.
3. To attend a treating doctor who is prepared to participate in the development of an Injury Management Plan.
4. To provide appropriate forms, e.g. WorkCover, medical certificates.
5. Attend designated medical officers for medical assessment.
6. To complete incident and workers compensation claim forms.
7. To attend regular case management meetings.
8. To strictly adhere to any restrictions on the Return to Work Plan.