

INJURY MANAGEMENT AND RETURN TO WORK

Policy

Bunbury Harvey Regional Council (BHRC) is committed to providing assistance to ensure injured or ill employees are returned to work as soon as medically appropriate and will adhere to the requirements of the *Workers Compensation and Injury Management Act 1981* in the event of a work related injury.

Getting injured workers back into their jobs quickly has a positive effect on workers as research has demonstrated the longer a worker stays away from work the less likely they are to make a full return to their original job.

Objectives

The objective of this Policy is to outline the process for Injury Management and Return to Work.

Injury management focuses on early reporting, rehabilitation and return to work strategies to assist the injured worker make an early and safe return to work.

Return to Work program is a formal program developed as part of an injury management system and may be required to help the injured worker return to appropriate duties.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker.

Policy Detail

In the event of an accident or incident occurring in the workplace there are several guidelines that need to be followed.

When there is an injury at worker, BHRC will:

- Provide immediate first aid and access the appropriate medical assistance if required
 - If the injured person needs to, they must visit a doctor or hospital and obtain a First Medical Certificate
- Inform appropriate parties as soon as possible
- Complete a Workers Compensation Claim Form (this form is available through your Supervisors)
- Complete Page 1 of the Incident/Accident Report Notification Form (QMS F-001) as soon as is practicable

Once all required paperwork is completed your supervisor will forward all documents on the CEO, it will be collated and forwarded to LGIS Workcare with other relevant documents for liability to be determined.

Once the injury has been assessed and an injury management plan is deemed to be required, BHRC will work with the injured employee, doctors and LGIS Workcare to implement an appropriate Return to Work Program.

A return to work program is required in particular situations following an injury being sustained in the workplace. These situations include:

- The workers medical practitioner advises the employer in writing that a return to work program (RTWP) should be established for the worker.
- The workers medical practitioner signs a medical certificate indicating that the worker has total incapacity or partial capacity to return to work. Often the medical

certificate also outlines some work restrictions that need to be adhered to when developing the program.

In an instance where a worker has total capacity to return to work then a return to work program is not required.

Any serious accidents that occur in the workplace that result in an employee requiring ten (10) days or more off work need to be reported to WorkSafe. All fatalities must be reported immediately to WorkSafe and to the WA Police.

Other accidents that need to be reported are those that result in a fracture of the skull, spine or pelvis, a fracture of any bone in the arm, other than the wrists or hand and any bone in the leg, other than a bone in the ankle or foot; an amputation of a hand or foot and the loss of sight of an eye.

Ethic and Integrity

All BHRC employees shall observe the highest standards of ethics and integrity in undertaking activities and act in an honest and professional manner that supports the BHRC in compliance under the *Occupational Safety & Health Act 1984* to provide a safe working environment and to ensure that workers and other persons are not exposed to health and safety risks arising from its operation.

Statutory Compliance

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995*
- *Local Government Act (Functions and General) Regulations 1996*
- *Occupational Safety & Health Act 1984*
- *Workers Compensation and Injury Management Act 1981*
- *WorkCover WA*

Policy Name	Injury Management and Return to Work
Last Review	February 2016
Adopted by Council	
Revision Date	February 2018