



## **Injury Management Policy**

### **Advance Metal Industries is committed to:**

- (a) Preventing injury and illness by providing a safe and healthy working environment.
- (b) Ensuring that injury management activities commence as soon as possible after Injury and every effort is made to provide suitable, meaningful duties consistent with the nature of the illness / injury, after seeking appropriate medical assessment.
- (c) Providing support throughout the Return to Work process to minimise the effects of the injury and ensure that an early return to work is normal practice and expectation.
- (d) Providing suitable duties for an injured employee as soon as is practical, as an integral part of their individual Return to Work.
- (e) Consulting with employees to ensure the Return-to-Work program is effective.
- (f) Ensuring no prejudice against an injured worker undertaking a Return-to-Work program.

### **Management Responsibilities**

- (a) Ensuring a current Workers Compensation insurance policy is maintained;
- (b) Ensuring the implementation, evaluation and ongoing monitoring of the Injury Management policy and procedures;

- (c) Ensuring the Incident Reporting and Injury Management procedures are implemented as soon as practicable following a reported workplace illness/injury; and
- (d) Ensuring all workers compensation claims and accompanying documentation are provided to the insurer immediately for a 'significant injury' (continuous incapacity for more than 7 days) and within 7 days for any other type of injury.

### **Employee Responsibilities**

- (a) Take reasonable care in the performance of work so as to prevent work related injuries to self and others.
- (b) Notify employer of any work related injury as soon as possible.
- (c) Participate and cooperate in the establishment of an Injury Management Plan and agree to comply with the obligations.
- (d) Cooperate in reasonable work place changes designed to assist rehabilitation of fellow workers.
- (e) Assist in the investigation of work related accidents and incidents.
- (f) Cooperate with the employer to enable the employer to meet their return to work obligations.
- (g) Specify one nominated treating doctor or medical practice that is prepared to participate in the development of an injury management plan and return to work plan.
- (h) Give consent to the nominated treating doctor to provide information for the purposes of an injury management plan and return to work plan.
- (i) Make all reasonable efforts to return to work with the pre-injury employer as soon as possible.

### **Insurer Responsibilities**

- (a) Ensure employers are aware of their legislative obligations in relation to the insurer's injury management plan.
- (b) Contact the employer, worker and doctor, if necessary, within 3 days of being notified that a worker has sustained a significant injury.
- (c) Establish an injury management plan when a worker has sustained a significant injury in the workplace in consultation with the return to work coordinator, the injured worker and the nominated treating doctor.
- (d) Provide the injured worker and the employer with information with respect to the injury management plan.

- (e) Inform the injured worker that entitlements to weekly benefits can be suspended, if the worker does not reasonably comply with the injury management plan.
- (f) Must inform the injured worker and the employer regarding changing the nominating treating doctor and changes to or actions taken under the injury management plan.
- (g) Ensure vocational retraining is provided or arranged for an injured worker where appropriate; that is, when a return to pre-injury duties and the provision of suitable duties is no longer possible.

### **Nominated Treating Doctor's Responsibilities**

- (a) The injured worker must nominate their nominating treating doctor
- (b) Complete WorkCover Medical Certificates.
- (c) Arrange appropriate treatment.
- (d) Certify fitness for work.
- (e) Specify work restrictions.
- (f) Advise on suitability of duties offered by the employer
- (g) Provide information to the insurer and employer in relation to injury management and return to work plans for injured workers.

### **Injury Management Procedure**

During any phase of the Injury Management procedure, the following points will be considered:

- (a) At all times, the employee has the right to seek treatment and/or Return to Work advice from their own Doctor or an accredited Return to Work Provider.
- (b) Whilst participation in a Return to Work program is voluntary, unreasonable refusal to cooperate may result in the insurer reducing or stopping benefits provided.