

Injury Management Policy

1. Purpose

- 1.1 To ensure that there is a formal process for employees injured at work, which achieves the earliest possible, safe return to work.

2. Introduction

- 2.1 This policy covers the requirements associated with injury management from the time of injury through to effective return to pre-injury duties.
- 2.2 This policy will assist in:
- Assessing the level of injury and identifying suitable treatment options.
 - Reporting of injuries.
 - Management of the workers' compensation claims process and return to work plans.
 - Ensuring all legislative requirements are met.

3. Responsibilities

- 3.1 LaserBond is committed to the prevention of illness and injury by providing a safe and healthy working environment, so far as is reasonably practicable.
- 3.2 It is the responsibility of all employees to:
- Take reasonable care in the performance of work so as to prevent work-related injuries to self and others.
 - Report all unsafe work practices they observe to LaserBond.
 - Report all injuries to their supervisor and the HR & WHS Coordinator within 24 hours, where reasonably practicable.
 - Provide ongoing medical advice / certificates and rehabilitation status.
 - Cooperate and show commitment towards the process of injury management.
 - Undertake all the activities agreed to as part of their return to work plan.
 - Support the return to work of colleagues.
 - Cooperate in reasonable workplace changes designed to assist rehabilitation of fellow staff members.
- 3.3 It is the responsibility of all managers and supervisors to:
- Participate in the consultative process.
 - Be actively involved in the implementation and monitoring of, suitable duties as outlined within return to work plans.
- 3.4 It is the responsibility of the return to work coordinator to develop and manage individual return to work plans in consultation with the injured employee, manager / supervisor, treating doctor and rehabilitation provider.

4. Injury assessment

- 4.1 If an injured worker only requires internal first aid treatment, the worker will generally be required to return to same duties immediately.
- 4.2 First aid treatment details are to be recorded in the first aid register.
- 4.3 If the worker requires treatment by a Medical Practitioner they must be taken to the nearest Medical Center as soon as possible.
- An injured worker has the right to nominate their own treating doctor in the event of an injury that cannot be treated by the company's first aid facilities.
- 4.4 In the event of a serious, life threatening injury emergency services "000" must be called immediately.
- 4.5 For every injury that occurs an incident report and investigation form must be completed.

5. Notification of injury & workers' compensation claims

- 5.1 A notification of injury must be submitted by LaserBond to the Insurer within 48 hours.
- 5.2 For serious incidents "Notifiable Incidents", WorkCover must be contacted immediately on 13 10 50, or SafeWork SA on 1800 777 209.
- 5.3 Depending on the treating doctor's injury assessment a workers' compensation claim may be lodged. Should the injured worker wish to lodge a claim they must complete an injury claim report. The injured worker can contact the return to work coordinator for assistance completing the injury claim report
- 5.4 The injury claim report must be forwarded to the insurer by LaserBond, along with the injured workers WorkCover NSW / Return to Work SA certificate of capacity and the employer's report of injury.
- 5.5 The workers' compensation insurer will investigate the facts and decide on the outcome of any claim. They will consult with the employer, injured worker, treating doctor and rehabilitation provider.
- 5.6 The injured worker must provide LaserBond with any documentation in relation to the injury, including; WorkCover NSW / Return to Work SA certificates of capacity and receipts. LaserBond will forward all documentation to the insurer.

6. Return to work plan

- 6.1 LaserBond is committed to returning injured workers to pre-injury duties as soon as practicable following an injury. If it is not feasible for the injured worker to return to pre-injury duties we will develop where appropriate, a return to work plan for the injured worker. The return to work plan will outline the duties to be performed by the worker, in manner consistent with the injured workers capacity for work and include the return to work goal. The person responsible for arranging alternative duties is the trained return to work coordinator.
- 6.2 For further details refer to LaserBond's Return to Work Program. This procedure details the company's commitment and procedure for Return to Work programs. It also summarises the employee's rights and responsibilities.

