

## Injury Management System

Shalem Health Retreat

### Injury Management Policy

Shalem 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 1981* 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.  
First Aid Officer: Shower Moffatt
2. Inform appropriate parties as soon as possible.
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 five working 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 a workplace rehabilitation<sup>1</sup> provider when required.

### Day-to-Day Management

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

Name: Noel Mondejar

Contact Details: Mobile: 0435313370

10. Monitor progress towards the return to work goal.
  11. Communicate regularly with the insurer in relation to the injured worker's claim.
- \* This is either the person who has overall responsibility for injury management or responsibility for a specific workplace site.

<sup>1</sup> For the purposes of this System the term 'workplace rehabilitation' means 'vocational rehabilitation' as defined in the *Workers' Compensation and Injury Management Act 1981*, claim form within five working days.