
P058 – Injury Management Policy

1. Purpose

This policy is designed 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.

2. Scope

This policy applies to all employees and volunteers and supports District 360 risk management strategy and good governance of organisational and individual risk.

3. Policy Statement

District 360 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.

4. Procedure

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. (Include details of the responsible person or first aid officer).
2. Inform appropriate parties as soon as possible. (Include contact details of workers' compensation insurer and other key parties).
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.
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 rehabilitation¹ provider when required.
10. Monitor progress towards the return-to-work goal.
11. Communicate regularly with the insurer in relation to the injured worker's claim.

5. Day-to-Day Management

The person who has day-to-day responsibility for injury management is Belinda Juhas-Gao, National Service Delivery Manager and can be contacted on [1800 411 818](tel:1800411818) or via email belle@district360.com.au .

6. Other relevant District 360 policies

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant District 360 policies, including;

- Employee Handbook
- Health and Safety Handbook

Relevant Forms;

- F071 Return to Work Program

Relevant legislation:

Workers' Compensation Code of Practice (Injury Management) 2005

7. More information

If you have a query about this policy or need more information, please contact the management team at info@district360.com.au

8. Review details

Approval Authority	Tanya Johnston
Responsible Officer	Coco Johnston
Approval Date	14 April 2022
Last updated Date	29 July 2024
Next Review Date*	29 July 2025
Last amended	- Updated day-to-day management contact

** Unless otherwise indicated, this procedure will still apply beyond the review date.*

Printed versions of this document are not controlled. Please refer to the D360 Policy Library for the latest version.

9. Employee Agreement

Upon appointment, all Employees must sign the attached Confidentiality Statement. Breaches to the Privacy and Confidentiality Policy will be treated seriously and will result in disciplinary action or dismissal.

I have read and fully understand my responsibilities in relation to District 360 Privacy and Confidentiality Policy and understand that this policy should be read in conjunction with my Position Description and reference documentation and legislation, and as such agree to abide by its contents.

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Employee Name	Position
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Signature	Date
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Witness Name	Position
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