

## Workers Compensation and Injury Management Procedures

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Workers Compensation and Injury Management Policy](#)

[Health and Safety Policy](#)

### 2. PROCEDURAL DETAILS

The University is committed to providing a safe and healthy work environment. This procedure outlines the framework for an equitable and consistent approach to the management of work-related injuries and illnesses, including support for employees.

#### 2.1. Incident Reporting

- 2.1.1. Employees will report all work-related incidents to their line manager and enter the incident into the CHARM system within 24 hours.
- 2.1.2. Employees who are injured or become ill due to or in connection with work-related activities will report the incident or injury to their line manager and enter the incident or injury into the CHARM system within 24 hours, or as reasonably practicable.
- 2.1.3. The line manager will ensure that the Health and Safety team are notified by phone in the event of a serious injury, and where medical treatment is required.

#### 2.2. Accessing first aid and medical treatment

- 2.2.1. The line manager will assist an employee with a work-related injury in accessing first aid and if required, obtain medical treatment for any work-related injury or illness as soon as possible.
- 2.2.2. Where medical treatment is required, the line manager will inform the employee impacted by work-related injury or illness of their entitlement to lodge a claim for workers' compensation.
- 2.2.3. Employees with a work-related injury or illness will seek medical advice if required and will obtain the following from the treating Doctor:
  - a) First Certificate of Capacity at the initial consultation;
  - b) Progress Certificate of Capacity at any subsequent medical consultations; and
  - c) Final Certificate of Capacity when treatment has ceased.

#### 2.3. Claim lodgment.

- 2.3.1. Employees with a work-related injury or illness will provide the First Certificate of Capacity to their line manager.
- 2.3.2. The line manager will provide the First Certificate of Capacity to the Senior Advisor, Injury Management.
- 2.3.3. Senior Advisor, Injury Management will contact the injured employee and provide a claim form to the employee, who will return the completed claim form and First Certificate of Capacity back to the Senior Advisor, Injury Management.
- 2.3.4. Senior Advisor, Injury Management will lodge the employee's compensation claim with the University's workers' compensation Insurer within the legislated timeframe of receiving completed claim forms; and liaise with the Insurer regarding claim management.
- 2.3.5. Senior Advisor, Injury Management will provide timely injury and claims management support for employees with work-related injury or illness.

#### 2.4. Return to Work program

- 2.4.1. Senior Advisor, Injury Management will develop a return to work program in consultation with the employee and line manager, consistent with medical

information, where employees are certified either unfit for work or fit for restricted duties by the treating Doctor; and provide advice to the line manager regarding return to work programs.

- 2.4.2. Line managers will participate in the development and monitoring of an employee's return to work program including where employees are absent from the workplace; and will maintain regular contact with employees who are unable to attend the workplace due to their injury or illness.
- 2.4.3. Line managers will ensure that employees with work-related injuries or illness, and who have been certified either unfit for work or fit for restricted duties have a return to work program developed in accordance with medical restrictions.
- 2.4.4. Employees with a work-related injury or illness will participate in a return to work planning meeting and any agreed return to work program or reasonable accommodation, including participating in suitable duties in alternate work areas and locations as required.
- 2.4.5. Employees with a work-related injury or illness will advise their line manager and the Senior Advisor, Injury Management of any changes in fitness for work status or medical restrictions.

## **2.5. Privacy and Records Management**

- 2.5.1. The line manager and Senior Advisor, Injury Management will manage personal and sensitive information in accordance with Curtin's [Privacy Statement](#) and the [Information Management Procedures](#).

## **3. RESPONSIBILITIES**

Responsibilities are as set out in Section 2. In addition:

- 3.1.1. The Director Risk, Compliance & Audit is responsible for the purchase and maintenance of workers' compensation insurance.

## **4. SCOPE OF PROCEDURES**

This procedure applies to all employees employed by the University who are considered 'workers' as defined by the current Western Australian workers' compensation legislation.

## **5. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

### **First Certificate of Capacity**

Means a WorkCover WA prescribed medical certificate issued by the first doctor to treat the injured employee. Upon receipt of a First Certificate of Capacity the University will provide a WorkCover claim form to enable the employee to lodge a claim for workers' compensation if they wish to do so.

### **Workers Compensation Claim Form**

Means a WorkCover WA-prescribed form which the worker may complete and forward to the Senior Advisor, Injury Management to lodge a workers' compensation claim.

### **WorkCover WA**

Means the government agency responsible for overseeing the workers' compensation and injury management system in Western Australia.

### **Work related injury or illness**

As defined in the [Workers Compensation and Injury Management Act 2023 \(WA\)](#).

### **Return to Work Program**

Where the employee has been certified fit for work or fit with restrictions by their treating doctor, the University shall develop a return to work program in consultation with the employee and line manager. The format of the return to work program shall be in line with the current code of practice.

## 6. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS/FORMS

### Internal

[Relevant Enterprise Agreement](#)

[Information Management Procedures](#)

[Curtin Privacy Statement](#)

### External

[Workers Compensation and Injury Management Act 2023 \(WA\)](#)

[Work Health and Safety Act 2020 \(WA\)](#)

[WorkCover Western Australia website](#)

[Risk Cover website](#)

<b>Policy Compliance Officer</b>	<a href="#">Melinda Simpson</a> , Director Health and Safety
<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2027

## REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	25/07/2012	Vice President, Corporate Services	EM1215	Conditional upon PMC rescinding the Injury Management Policy and Procedures at its 31 July 2012 meeting, effective 14 August 2012
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	11/11/2015	Chief Operating Officer	EM1521	Unconditional Re-approval only, no change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Approved	30/07/2019	Chief Operating Officer	EM1943	Unconditional (includes title change, was <i>Illness, Disability and Injury Management Procedures</i> )
	Approved	02/06/2023	Chief Operating Officer	EM2315	Unconditional (includes title change, was <i>People Wellness (Injury Management and Workers' Compensation) Procedures</i> )