

Insert Company Logo

Injury Management Procedure

<Insert document number>

EHSQ Management Solutions

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1. Purpose

To ensure that all injuries and illnesses are managed appropriately to facilitate efficient and cost effective maintenance in or return to suitable employment. <Insert Company Name> supports a proactive approach to injury management.

- <Insert Company Name> is committed to supporting injured employees returning to work, and will adhering to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury or illness.
- <Insert Company Name> will assist injured employees to remain at, or return to work safely, through the provision of suitable duties in line with medical guidelines.
- <Insert Company Name> will facilitate early intervention strategies and allocating appropriately skilled resources to achieve successful return to work outcomes.
- <Insert Company Name> will foster proactive and open communication between the injured employee, management, and medical / health providers.

2. Scope

This procedure shall apply to all <Insert Company Name> personnel, contractors, sub-contractors and their employees at <Insert Company Name> controlled workplaces.

3. Definitions

Term	Definition
Work Related Injury / Illness	Any injury or illness directly caused or contributed by an event or exposure in the work environment. This includes significant aggravation to a pre-existing injury or illness directly caused or contributed by an event or exposure in the work environment.
Non Work Related Injury / Illness	Any reported injury or illness that was not directly attributed to work e.g. Heart attack, influenza. Note: A non-work related injury / illness may be compensable under the Workers' Compensation and Injury Management Act 1981 if the employee was deemed to be acting under the direction of their employer at the time of occurrence.
Non-compensable Injury	Any injury or illness that is not covered by an accepted Workers Compensation claim.
Return to Work Plan	A plan developed by health and medical professionals in consultation with the injured worker, their employer and injury management coordinator. The plan should define a graduated regime of acceptable activities, work durations and restrictions to be followed, that will allow the injured employee to return to the workplace. A return to work plan is a requirement for all workers who have been certified as having a partial capacity for work by their treating doctor following an injury /illness.
Normal Duties	Routine tasks assigned to the employee which are undertaken at least weekly.
Suitable Duties	Tasks, as designated by a registered / licensed physician or health care professional with the purpose of preventing aggravation of the injury or illness, that are meaningful and matched to the capabilities of the worker taking into account