



INJURY MANAGEMENT

REHABILITATION AND INJURY MANAGEMENT POLICIES

The University provides rehabilitation programmes and return to work (RTW) plans pursuant to the Workers Rehabilitation and Compensation Act, 1986. The objective is to achieve the maximum possible restoration of physical, psychological, economic, vocational and social functions of injured staff members at the earliest possible time.

The Rehabilitation Policy can be seen at:

<http://www.flinders.edu.au/ppmanual/ohsw/RehabP.html>

The Injury Management Policy is available at:

<http://www.flinders.edu.au/ppmanual/ohsw/InjuryMP.html>

REHABILITATION PROGRAMMES & RTW PLANS

Definitions

Rehabilitation Program:

A written programme to assist an injured staff member to achieve best practicable recovery and return to work following injury. The programme may include provision of equipment, facilities and services and may commence prior to determination of the compensation claim.

Return to Work (RTW) Plan:

A legally binding plan established for injured staff who are receiving compensation and are likely to be incapacitated for work by a compensable disability for more than 3 months. The RTW is based on medical certificates and established in consultation between the injured worker, their supervisor and the rehabilitation case manager. See Sections 26 and 28A of the Workers Rehabilitation and Compensation Act, 1986 for further details.

The University's rehabilitation case manager will determine whether you require vocational rehabilitation.

If you have a work related injury which requires that you participate in rehabilitation there are several options available.

Your rehabilitation case manager will develop an approved rehabilitation programme or RTW plan in consultation with you and your supervisor and any other key parties, including your treating doctor. The case manager will ensure that this includes the goals of the programme or plan, and will provide you and your supervisor with a written copy. In accordance with the nature of your injury your RTW plan may involve specific (restricted) duties within your normal range of duties, restricted hours of work, or performance of alternative duties (which may include training) **all with the goal of eventual return to your usual duties.**

Your RTW plan will have the following objectives:

- Where practicable, your return to normal duties as soon as possible;
- Commitment of you and the University to the success of the plan;
- Coordinated development and implementation of the plan.

The rehabilitation programmes and plans provided by the University will be managed by a rehabilitation case manager employed by the University.

The rehabilitation case manager may advise the Executive Director of Administration (EDA), via the Manager of Human Resources, that a particular placement is recommended. The EDA may then place the staff member in the position held prior to the injury, a vacant post elsewhere in the University or a super-numerary post with such restrictions as are appropriate to the situation.

The rehabilitation plans provided by the University will be supported by the Major Cost Centre Heads, Deans of Schools, Heads of Departments, and relevant supervisors by means of provision of safe and suitable duties.

In addition, the support and cooperation of other relevant staff members and their trade unions will be expected to be an essential part of the rehabilitation process.

Any financial cost associated with the placement of a staff member shall be the responsibility of the Faculty, Library or other Division of the University in which the staff member was employed prior to the injury.

This cost will be offset by any financial provision met by the Claims Management Unit (CMU) pursuant to the Workers Rehabilitation and Compensation Act, 1986.

YOUR RIGHTS AND RESPONSIBILITIES

When you are involved in a rehabilitation programme or RTW Plan you are entitled to:

- Choose your own treating medical expert.
The term 'medical expert' includes legally qualified doctors and registered dentists, psychologists, opticians, physiotherapists, chiropractors, podiatrists, occupational therapists, and speech pathologists;
- Have all reasonable medical and similar expenses which are related to the injury paid by the University provided that your claim has been accepted;
- Have the rehabilitation system explained by your case manager and be given a copy of the printed information which outlines that system;
- Have a chosen representative such as a family member, union official, medical expert, shop steward or health and safety representative present at any meeting regarding your rehabilitation or workers compensation;
- Seek independent advice before signing documentation;
- Be involved meaningfully in all decisions and actions relating to your rehabilitation;
- Have a current copy of your rehabilitation programme/return to work plan;
- Have any personal information kept confidential by the parties authorised for the purposes of rehabilitation. This information must not be disclosed to others without your written authority;
- Have access to medical or vocational information which relates to your rehabilitation and is in the University's possession;
- Have a rehabilitation programme or plan changed where it is proving ineffectual or unsatisfactory;
- Not be required to carry out duties which conflict with agreed medical constraints;
- Not be dismissed from your employment due to being on a rehabilitation programme

or return to work plan;

- For the first 12 months be paid an amount based on your notional weekly wage in accordance with the Workers Rehabilitation and Compensation Act, 1986. Further information is available from the Claims Management Unit (telephone 8303 5141);
- Receive a lump sum payment if you suffer a permanent disability;
- Request WorkCover to review any decision made by the University relating to your claim or your rehabilitation and to have assistance from your union in such matters. The Workers Rehabilitation and Compensation Act, 1986, encourages staff and employers to resolve disputes between themselves before taking the matter to a WorkCover Conciliator.

If you believe that the University's decision concerning your claim is inappropriate, you are encouraged to negotiate with the Manager of the Claims Management Unit (phone 8303 5141) before seeking review.

If you believe that any aspect of your rehabilitation programme or return to work plan is inappropriate you are encouraged to negotiate with the Manager, Human Resources or his/her nominee before seeking review.

- Be involved in establishing an appropriate and approved rehabilitation programme or return to work plan which takes account of your individual needs including recognition of cultural or linguistic background.

When you are involved in a rehabilitation programme or return to work plan you are obliged to:

- Report a disability to the employer as soon as practicable after the occurrence of the disability;
- Send Workers Compensation medical certificates to the Occupational Health and Safety Unit for all days absent from work due to the injury;
- Send workers compensation leave forms to the Pay office for all time absent from work due to the injury, including time absent for ongoing medical assessment and treatment.
This applies to both general and academic staff members;
- Undertake appropriate medical treatment as recommended by a doctor of your choice to facilitate a safe return to work;
- Participate actively in planning and implementing your return to work plan;
- Participate actively in a vocational return to work plan with the agreed primary goal being return to work. (Failure to do so could result in your weekly benefits being suspended or reduced.);
- Accept the provision of safe and suitable alternative duties where they form part of an agreed return to work plan;
- Abide by agreed medical constraints;

- Attend examination by a recognised medical expert nominated by ~~Unisure~~ the Claims Management Unit if you are requested to do so. (Failure or refusal to attend such an examination may result in the rejection of your claim, or a delay in the decision making process.)

YOUR SUPERVISOR'S RESPONSIBILITIES

Note: For the purposes of the Workers Rehabilitation and Compensation Act, 1986 a supervisor is any person, academic or non-academic, who provides guidance and/or instruction regarding the activities of another member of staff. **This Act does not apply to students.**

As soon as practicable after your injury you should complete an Accident/Incident Report Form and send it to the Occupational Health and Safety Unit. It is preferable that both you and your supervisor sign this form.

Both you and your supervisor must liaise with the Head of the Occupational Health & Safety Unit where appropriate regarding the safety of work practices and the working environment.

For any injury which results in your absence from work your supervisor should:

- Ensure that you complete a WorkCover Worker Report claim form and send it to the Occupational Health and Safety Unit, Central Administration;
- Ensure that appropriate leave forms are forwarded to Payroll Services, Human Resources Division;
- Keep copies of the Accident/Incident Report Form, all medical certificates and your return to work plan if applicable;
- Maintain contact with you whether at work, hospital or home;
- Assist the rehabilitation case manager in developing and implementing an appropriate and safe return to work programme with regard to relevant medical restrictions;
- Monitor your capabilities with the itemised work restrictions;
- Provide regular feedback to the case manager on progress and problems;
- Discuss with you and the case manager your duration in the work area, level of competency, attitude to work and any problems with the interactions between yourself and your supervisor;
- Provide support and assistance on your return to work;
- Take action, where appropriate, to prevent recurrence of injury.

ACCIDENT REPORTING COMPENSATION AND REHABILITATION PROCEDURES

If you have an accident or injury during working hours then you should:

- Obtain treatment from any of the following:
 - * First Aid;
 - * Health and Counselling Service;
 - * Your own doctor;
 - * Flinders Medical Centre;
 - * Any other hospital.

Note: you have the right to choose where you go for medical treatment.

- Report the injury to your supervisor and ensure that you and your supervisor sign an Accident/Incident Report Form and forward it to the Occupational Health and Safety Unit. If practicable this should occur within 24 hours. Accident forms are available from boxes in your common room.

You must report any work injury or disability as soon as possible.

- Advise your treating doctor that the injury is work related and obtain a Workers' Compensation Medical Certificate from the doctor;
- Provide a photocopy of that Certificate to your supervisor and the blue copy to the OH&S Unit. Retain the other copy for yourself;
- Complete a WorkCover Worker Report form to claim from the Claims Management Unit medical and associated costs. Worker Report forms are available from boxes in your common room.
Note: you remain legally responsible for all accounts until the University accepts your claim;
- Where appropriate and in conjunction with your rehabilitation case manager plan and implement your rehabilitation programme.

CONTACT NUMBERS

(Add 820 prefix if calling from outside the University)

Head, OH&S Unit	1 3703
Occupational Health Nurse	1 3117
Project Officer	1 2094
Administrative Assistant	1 3024

www.flinders.edu.au/ppmanual/ohsw/RehaP.html
www.flinders.edu.au/ohsw/index.html