## Injury Management Policy

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| **Date approved:**  |
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| **Authority to amend: Board** |
| **Related documents***Worker’s Compensation and Injury Management Act 1981* |

ABCD is committed to assisting injured workers to return to work as soon as medically appropriate and adheres to the requirements of the *Worker’s Compensation and Injury Management Act 1981* (the Act) in the event of a work-related injury or illness.

ABCD supports the injury management process and recognises that success relies on the active participation and co-operation of the injured worker (paid staff or volunteer).

The Manager has day-to-day responsibility of the injury management system.

In accordance with the Act, ABCD will send the first medical certificate and compensation claim form to the insurer within three working days.

The Manager will discuss the claim with the insurer, clarify any concerns and maintain contact with the injured employee.

As soon as medically possible, an employee or volunteer will participate in the development of a Return to Work Program. The Return to Work Program will be completed, signed by both parties and include a review date. ABCD will provide the employee and treating medical practitioner with a copy of the Return to Work Program and a copy of any document describing changes.

The employee or volunteer must immediately inform the Manager should the treating medical practitioner modify any work-related restrictions at any time. Whenever possible, suitable duties will be arranged, having regard for the injured worker’s medical restrictions.