

# Injury Management and Rehabilitation Policy

<b>Policy Type: Operational Policy</b> <b>Policy Owner: Safety Coordinator</b>	<b>Policy No.: OP- 028</b> <b>Last Review Date: 28 August 2018</b>
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## Policy Objectives

To ensure compliance with the Workers Compensation and Injury Management Act (1981) and to outline the commitment the City of Melville has to Employee rehabilitation after a work related injury, illness or disability.

## Policy Scope

This policy applies to all City of Melville workers who sustain injury, illness or disability during direct work related activities.

## Policy Statement

The City of Melville, where possible and practicable, is committed to making provisions for occupational rehabilitation for all workers following illness, injury or disability occurring within the workplace.

The City will develop individual rehabilitation return to work plans, designed to assist workers in a speedy recovery and safe return to work. Whenever possible, suitable duties will be arranged internally in consultation with the worker's supervisor and medical practitioner having regard for the injured worker's medical restrictions. At times, external vocational rehabilitation may be required to assist with development of the graduated return to work program.

Management supports the injury management and rehabilitation process and recognises that success relies on the active participation and cooperation of both the injured worker and the employer, which is a requirement outlined in the Workers Compensation and Rehabilitation Act 1981.

Rehabilitation is defined as the ongoing coordinated use of medical, social, educational and vocational measures to restore functional use and assist injured workers to return to productive employment.

To assist in the timely and effective injury management of workers, City of Melville has appointed the Workplace Health and Safety Officer the role of workplace injury management as part of their duties. This entails the implementation and monitoring of the injury management and rehabilitation procedures. Further clarity on the injury management system and processes are available on the City's BMS.

### Other References that may be applicable to this Policy

Legislative Requirements:

Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996  
Workers Compensation and Injury Management Act 1981  
Australian Standards 1885.1-1990 Workplace injury and disease recording standard

Delegated Authority:

Plan / Policy / Framework:

Safety Management Manual and Continuous Improvement Plan  
Occupational Safety and Health Policy

Procedure:

Incident and Hazard Reporting and Investigation

Work Instructions:

Workplace Injury process and how to lodge a Workers Compensation Claim

Forms / Supporting Documents (internal):

Hazard/ Accident/ Incident/ Risk Form  
Hazard or near hit form  
Workers compensation payment voucher  
Workers compensation payment voucher – field staff  
Doctors and medical centres in the City of Melville

Supporting Documents (external):

Local Government Injury Management Manual  
LGIS Local Government Injury Management Policy and Procedure Manual  
LGIS Motor Vehicle Claim Form  
LGIS Workers Compensation Application for Expenses Reimbursement – Form 9  
LGIS Workers Compensation Claimants Statement – Form 7  
LGIS Workers Compensation Employer's Report Form – Form 1  
LGIS Workers Compensation Employer's Statement – Form 6  
LGIS Workers Compensation Recurrence of Disability Claim Form – Form 5  
LGIS Workers Compensation Wages Salaries Reimbursement Schedule – Form 8  
LGIS Workers Compensation Witness Statement – Form 4

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**Origin/Authority**

Approved by EMT

7 October 2014

**Reviews**

Organisational Safety, Health and Environment Meeting  
WHS Officer  
2018

14 August 2014  
28 August