

GUIDE SHEET

Injury management

Talk to your HR manager and review records to determine whether:

<p>21</p> <p>Are all injuries and illnesses reported to the scheme agent within 48 hours of an injury or illness occurring?</p>	<p>■ If injuries/illnesses are reported to the scheme agent within 48 hours of an injury/illness occurring, tick the green box.</p>	<p>■ If injuries and illnesses are sometimes reported to the scheme agent within 48 hours of an injury/illness occurring, tick the orange box.</p>	<p>■ If no reports of injuries and illnesses are made to the scheme agent within 48 hours of an injury/illness occurring, tick the red box.</p>
<ul style="list-style-type: none"> • The bullets points under each response list examples to help inform your selection. • Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples. 	<ul style="list-style-type: none"> • A register of work related illnesses and injuries – including psychological injuries related to bullying – is current and available. • Records about injury/illness notification and acknowledgement received show that reports are made to the scheme agent within 48 hours of the injury/illness occurring. • Serious incidents involving a serious injury or illness are notified to WorkCover immediately. 	<ul style="list-style-type: none"> • A register of work related injuries and illnesses is available but is not up to date. • Injury/illness notification is sometimes made to the scheme agent within 48 hours of an injury/illness occurring. • Serious incidents are sometimes notified to WorkCover immediately. 	<ul style="list-style-type: none"> • A register of work related injuries and illnesses is not current and available. • No injuries or illnesses are reported to the scheme agent within 48 hours of an injury occurring. • Serious incidents are never notified to WorkCover immediately.

Injury management

Talk to a cross section of managers/supervisors/workers to determine whether:

22

In the event of an injury or illness, are all workers aware of the return to work program and procedures?

- The bullets points under each response list examples to help inform your selection.
- Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples.

■ If all workers are aware of the workplace injury reporting system and return to work program, tick the green box.

- All managers/supervisors receive information and instruction about the workplace injury reporting system and return to work program and procedures.
- All workers are aware of the workplace injury reporting system, return to work program and procedures and know where to access them.
- All workers know who the return to work coordinator is.
- The return to work program is displayed in the workplace.
- A copy of the return to work program is available upon request.

■ If some managers/supervisors and workers are aware of the workplace injury reporting system and return to work program, tick the orange box.

- Some managers/supervisors receive information and instruction about the workplace injury reporting system and return to work program and procedures.
- Some workers are aware of the workplace injury reporting system, return to work program and procedures and know where to access it.
- Some workers know who the return to work coordinator is.
- A return to work program is either not displayed where workers can see it or is not displayed at all.
- A copy of the return to work program is sometimes available upon request.

■ If no workers are aware of the PCBU's injury reporting system and return to work program and procedures, tick the red box.

- No managers/supervisors receive information, instruction on the workplace injury reporting system and return to work program and procedures.
- No workers receive information about the workplace injury reporting system and return to work program and procedures.
- No workers know who the return to work coordinator is.
- Return to work program is not displayed in the workplace.
- A return to work program is not available.


Injury management

Talk to your return to work coordinator and a cross section of workers to determine whether:


23

Are return to work plans implemented and effective?


- The bullets points under each response list examples to help inform your selection.
- Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples.

 If the injury's reporting system and return to work program is up to date and working effectively, tick the green box.

- The PCBU's injury reporting and return to work program, developed in consultation with workers and their representatives, and is consistent with the insurance company's policy and procedures for managing workplace injuries, including psychological injuries.
- The PCBU monitors and reviews injury reporting and return to work program procedures on a regular basis to ensure they are working to provide effective assistance to injured workers.
- The PCBU has a specific management plan for managing psychological injuries.
- Suitable duties are provided to injured workers that are consistent with medical advice and appropriate for the injured workers' physical or psychological condition.
- Workers compensation payments are made to injured workers.
- A return to work coordinator monitors injured workers' return to work.
- Accurate documentation is maintained.

 If the injury reporting system and return to work program is in place but is ineffective, tick the orange box.




- The PCBU's injury reporting system and return to work program are in place but are ineffective.
- The PCBU sometimes monitors and reviews injury reporting and return to work program and procedures.
- The PCBU has a specific management plan for managing psychological injuries, but plan is ineffective.
- Suitable duties that are consistent with medical advice and appropriate for the injured worker's physical or psychological condition are sometimes provided.
- Workers compensation payments are sometimes made to injured workers.
- The return to work coordinator sometimes monitors injured workers' return to work.
- Accurate documentation is sometimes maintained.

 If no injury reporting system or return to work program is in place, tick the red box.

- No injury reporting system or appropriate return to work program is in place.

Injury management

Talk to your human resources manager to determine whether:

24	Has a designated return to work coordinator been appointed?	 If a designated return to work coordinator has been appointed, tick the green box.	 If there is a designated return to work coordinator but there is a need to ensure they have time to carry out their responsibilities consistently and effectively, tick the orange box.	 If there is no designated return to work coordinator, tick the red box.
<ul style="list-style-type: none">• The bullets points under each response list examples to help inform your selection.• Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples.		<ul style="list-style-type: none">• A designated return to work coordinator has been appointed.• All workers know who the return to work coordinator is.	<ul style="list-style-type: none">• A return to work coordinator has been appointed but their responsibilities are incorporated with other work responsibilities and time to undertake duties limited.• Some workers know who the return to work coordinator is.	<ul style="list-style-type: none">• No designated return to work coordinator has been appointed.

Disclaimer

This publication may contain occupational health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au).

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

©WorkCover NSW