

INJURY MANAGEMENT FOR MANAGERS/SUPERVISORS

What to do if an employee is injured in the workplace

Arrange care as appropriate:
First Aid
Ambulance – Hospital
Doctor
Self Care

Employee to submit online injury report within 24 hours (link available on the myUniSA staff portal under Support and Resources for Staff)
NOTE: Manager/supervisor may report on employee's behalf where required

Injury report triggers an early intervention process in the form of information sent via email to employee on the injury management process by the Injury Management Team

Checklist sent to the manager/supervisor of the injured employee to assist with managing the injury and ensure appropriate support and care is provided

Employee has the option of submitting a workers compensation claim for time lost from work or medical expenses incurred

If submitting a claim, employee has to send the following documents to the Injury Management Team at hsim.injurymanagement@unisa.edu.au
→ Workers compensation claim form
→ Work capacity certificate – obtained from a GP

When employee submits a claim the manager/supervisor is notified and advice is provided on the claims management process

For further assistance or advice contact Safety & Wellbeing
Enquiries – (08) 830 22459
Manager, Work Health and Safety – (08) 8302 3071
Return to Work Consultant – (08) 8302 1634
WHS Consultant City West – (08) 8302 0242
WHS Consultant City East – (08) 8302 4051
WHS Consultant Magill and Mawson Lakes – 0420265041 and 0406004689