

WHAT TO DO IF INJURED IN THE WORKPLACE

If injury sustained in the workplace:
First Aid
Ambulance – Hospital
Doctor
Self Care

Advise your supervisor of the injury and if you are able to, submit an online injury report (link available on Staff portal under Safety & Wellbeing)
NOTE: Your supervisor or even a colleague can report on your behalf

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

To submit a workers compensation claim the following documents need to be sent to the Injury Management Team
→ Workers compensation claim form
→ Work capacity certificate from a GP
→ Authority to exchange information form
→ Acknowledgement Slip (from the Injury Management Handbook)

Further information on the claims management process is provided in the Injury Management Handbook. It is essential that the employee reads and understands the contents of the handbook

The claim is processed by the Return to Work Case Manager and forwarded to the Claims Management Unit for determination

The Claims Manager contacts injured employee for further information based on which the claim is either accepted or rejected. Work has to be the significant cause for a claim to be accepted.

If the claim is accepted all medical expenses related to the claim are paid for the duration of the claim, and if time lost, personal leave is reversed to workers compensation claim leave

A recovery and return to work plan is established if:
→ time lost for more than a week and returning on reduced hours/modified duties with medical restrictions
→ on modified duties and medical restrictions
The plan will stay in place until employee has been indicated fit to return to pre-injury duties by their doctor

Claim will be finalised and closed when employee has final clearance from their doctor to return to pre-injury duties

For further advice contact:
Safety & Wellbeing – (08) 8302 2459
Associate Director – (08) 8302 1635
Case Manager – (08) 8302 1634
Email: hsim.wmc@unisa.edu.au