

# 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 the incident on your behalf

The injury report triggers an email from the Injury Management Team explaining the injury management process

To submit a workers compensation claim the following documents must be to the Injury Management Team. They can be emailed, no hard copies required  
→ Workers compensation claim form  
→ Work capacity certificate from a GP

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 (Lawson Risk Management) for determination

The Claims Manager contacts the injured employee for further information. The claim is determined in accordance with the Return to Work Act 2014, where work has to be a contributing factor for it 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 implemented 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  
WHS Manager – (08) 8302 1635  
Case Manager – (08) 8302 1634  
Email: [HSIM.SafetyWellbeing@unisa.edu.au](mailto:HSIM.SafetyWellbeing@unisa.edu.au)