

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 Staff portal under Safety & Wellbeing)
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.wmc@unisa.edu.au

- Workers compensation claim form
- Work capacity certificate from their GP
- Authority to exchange information form
- Acknowledgement Slip (from the Injury Management Handbook provided in the injury information email sent to employee)

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

For further assistance or advice contact Safety & Wellbeing
Enquiries – (08) 8302 2459
Associate Director – (08) 8302 1635
Return to Work Case Manager – (08) 8302 1634
WHS Consultant City West – (08) 8302 0242
WHS Consultant City East – (08) 8302 2813
WHS Consultant Magill – (08) 8302 4051
WHS Consultant Mawson Lakes – (08) 8302 3071