

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.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 provided on claim management process

For further assistance or advice contact Safety & Wellbeing
Enquiries – (08) 830 22459
Manager, Work Health and Safety – (08) 830 21635
Return to Work Case Manager – (08) 830 21634
WHS Consultant City West and Magill – (08) 830 20242
WHS Consultant City East – (08) 830 24051
WHS Consultant Mawson Lakes – (08) 830 23071