



University of
South Australia

Injury Management Strategic Plan 2016 -2018



1. Introduction

The Injury Management Strategic Plan 2016-2018 supports the University of South Australia's strategic direction outlined within Horizon 2020, Crossing the Horizon Strategic Plan 2013-2018 and its core areas of teaching and research.

The Health Safety & Injury Management Policy outlines our commitment to providing a healthy and safe workplace and study environment for all staff, students, contractors, volunteers and visitors. The Policy also reflects the commitment to continuous system improvement and legal compliance. In the event that an employee incurs an injury or illness at work, we will support them through the provision of high quality injury management practices including equitable worker's compensation and effective rehabilitation and return to work practices. Should an employee sustain a serious injury as defined under Division 4 section 21 of the Return to Work Act 2014 special provisions will apply.

2. Priorities

This plan focuses on four key priorities listed below. Further details are provided in Table 1.

1. Early Intervention
2. Minimising Duration of Injuries
3. Management of Serious Injuries
4. Compliance with the Return to Work Act 2014.

The four priorities are based upon the results of internal audits, 2014 external WorkCover self-insurance evaluation, incident and injury analysis, consultation with key stakeholders and the Self Insured Injury Management Standards. The priorities are endorsed by the University Health, Safety & Injury Management Committee and approved by the Senior Management Group.

Each strategic priority is underpinned by a detailed program that contains information relating to legal obligations, specific actions, responsibilities, training where relevant, allocation of resources, targets and performance indicators, all developed in consultation with employees.

3. Responsibilities

Senior Management Group:

- Consider and approve the strategic plan
- Ensure the provision of the required resources (human and financial) to support its implementation
- Oversee progress of the plan.

Divisions, School/Unit/Institute/Centre, Management Groups/Committees:

- Encourage early reporting of injuries or illness
- Contribute to the development of return to work plans and ensure injuries are managed in accordance with the plans
- Provide suitable duties for injured employees
- Communicate with the Injury Management Team.

Campus WHS Consultants:

- Guide and support local managers on the implementation of return to work plans
- Conduct work site assessments as required
- Provide expert advice and communicate with the Injury Management Team.

Injury Management Team:

- Manage all cases in consultation with employees, treating health practitioners, supervisors and WHS consultants
- Report progress against strategic plan priorities through the Safety & Wellbeing quarterly report to the University Council, the Senior Management Group, the Audit and Risk Management Committee and the University Health, Safety & Injury Management Committee
- Communicate any changes to legislation to the university through established channels
- Consult and communicate with staff and managers on the development and review of internal procedures
- Review progress against strategic plan priorities annually to ensure continued relevance and effectiveness
- Survey claimants annually to establish legal compliance, effectiveness and amend practices as appropriate.

| Progress Key | |
|--------------|----------------|
| | Not started 0% |
| | In Progress |
| | Complete 100% |

TABLE 1.

| Priorities | Strategic Outcomes | Key Performance Measures | Key Stakeholders | Progress Status | | |
|--|---|---|---|-----------------|------|------|
| | | | | 2016 | 2017 | 2018 |
| 1. Early Intervention Injuries are reported within 12 hours to enable early intervention to proceed. | 1.1 Injuries are reported through the university incident and hazard reporting system. | <ul style="list-style-type: none"> 75% of injuries are reported within 12 hours | Injured employees Supervisors | | | |
| | 1.2 Injured employees are contacted within 12 hours of the injury report to establish their injury management requirements wherever possible. | <ul style="list-style-type: none"> 75% contacted within 12 hours of injury report | Injury Management Team | | | |
| | 1.3 A plan for managing the injury is commenced within 24 hours of contacting the employee. | <ul style="list-style-type: none"> 75% injured employees have a plan unless it is not warranted. | Injury Management Team | | | |
| 2. Duration of Injury is minimised Cases are carefully managed with effective communication between key parties. | 2.1 Case management is planned with the injured employee, their treatment providers and their supervisors with plans detailing actions to be taken to achieve a timely return to work. | <ul style="list-style-type: none"> The objective of the return to work plan is met | Injury Management Team & supervisors | | | |
| | 2.2 The Injury Management Team facilitates good communication through case conferences with treatment providers, regular meetings face to face with employees, telephone calls and email. | <ul style="list-style-type: none"> Cases are < 18 months in duration. | Injury Management Team Injured employees | | | |
| 3. Management of Serious Injury Whole person impairment of 30% or greater is expected or has been determined. | 3.1 The new Procedure for Managing Serious Injuries is implemented and reflects immediate, interim and long term requirements of a seriously injured employee. | <ul style="list-style-type: none"> New procedure is implemented and tested for effectiveness in a pilot/trial environment A Seriously Injured Employee Register is developed and retained in the Human Resources Unit | Injury Management Team | | | |
| 4. Compliance with the Return to Work Act 2014 and associated Service Standards Monitoring of the UniSA injury management program occurs on a regular basis to establish compliance. | 4.1 Case files are reviewed every six months. | <ul style="list-style-type: none"> Evidence of case file peer reviews is held on file | Injury Management Team & LRMS | | | |
| | 4.2 Internal audit is conducted annually to establish legal compliance. | <ul style="list-style-type: none"> An internal audit report is provided within the December Safety and Wellbeing report | Safety & Wellbeing | | | |
| | 4.3 An external audit is conducted by ReturntoWorkSA. | <ul style="list-style-type: none"> An audit report is provided by June 2017 | Safety & Wellbeing & ReturntoWorkSA | | | |
| | 4.4 An annual claimant survey is conducted. | <ul style="list-style-type: none"> Claimants surveyed each July Survey reflects legal requirements | Injury Management Team & injured employees | | | |