

Injury Management and Recover at Work Policy

1 Purpose

Coffs Harbour City Council is committed to providing a safe and healthy working environment for all workers, preventing work-related accidents and meeting its moral and legislative obligations if an injury or illness occurs. Council aims to ensure that early return to work by injured or ill employees is a normal practice and expectation, regardless of whether the injury/illness is compensable or not.

The success of the Injury Management and Recover at Work Policy is dependent on a cooperative and proactive workplace environment being created to enable successful outcomes for both the injured employee and Council.

The purpose of this policy is to document Council's commitment to effective Injury Management and Recover at Work systems.

2 Policy

Coffs Harbour City Council is committed to:

- Preventing workplace injuries and illnesses by providing a safe and healthy working environment (As per WHS, Environment and Quality Policy)
- Investigating incidents promptly and appropriately to ensure that action is taken to prevent a recurrence
- Facilitating early intervention procedures that will enable injured employees to stay at work or return to work as soon as medically appropriate in line with the Recover at Work Program Procedures
- Providing meaningful suitable duties for partially incapacitated employees, where appropriate
- Managing claims in an equitable, timely and efficient manner, consistent with applicable legislation requirements.
- Ensuring all employees are adequately trained and informed about Council's Work, Health and Safety; Injury Management and Recover at Work policies and procedures including their rehabilitation rights and responsibilities
- Open consultation with employees and their representatives on all Work, Health and Safety matters
- Maintaining confidentiality of personal information in accordance with applicable legislation
- Ensuring no employee is disadvantaged or prejudiced by their participation in the Injury Management and Recover at Work Process

In support of this Policy, Council has developed a Recover at Work Program in compliance with the WorkCover Guidelines for Workplace Return to Work Programs 2011, Workplace Injury and Workers Compensation Act 1998 and the Workers Compensation Act 1987.

The Recover at Work Program:

- Has been developed through consultation and agreement with employee representatives
- Is consistent with the insurer's injury management program

- Will be reviewed every two years to ensure it continues to meet legislative and industry requirements

For more information on Council’s Recover at Work program refer to the Recover at Work Program Procedure.

3 Definitions

Suitable Duties; or Suitable work: Work tasks the injured worker is suited to perform based on their certified capacity for work. Suitable work may include modified or different work tasks, altered hours of work, work at a different site, retraining or a combination of these in order to assist in the recovery from an injury or illness.

Recover at Work Program: A summary of an agreed system that an employer must have in place in readiness for the management of employees who suffer a work-related injury or illness

Compensable injury: A personal injury arising out of or in the course of employment where work with Coffs Harbour City Council was a substantial contributing factor to the injury, entitling the worker to workers’ compensation benefits under the Workers Compensation Act 1987

Non compensable injury: an injury or illness (including physical and psychological conditions) which does not arise out of the course of employment, or that has been deemed not to be compensable under the Workers Compensation Act 1987

4 Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead councillors in their understanding of and compliance with this policy and related procedures
General Manager	Executive	To lead Staff in their understanding of and compliance with this policy and related procedures
Directors	All Directorates	To communicate, implement and comply with this policy and related procedures
Council Leaders	All Directorates	Ensure that all incidents and injuries are notified to Organisational Development Division as soon as reasonably practicable. To ensure that employees returning to work after sustaining an injury or illness are able to perform meaningful work within their medical limitations. To actively participate in the rehabilitation process and assist in any investigation required.
Supervisors	All Directorates	To liaise with the injured/ill employee and the Return to Work Coordinator to ensure the employee achieves an effective, safe and prompt return to meaningful work
Organisation Development	All Directorates	Oversee and manage the injury management policy and related procedures
Return to work Coordinator	All Directorates	To work in compliance with the intent of this policy and bring to the attention of management, any instance where compliance to the policy has been breached
All Council officials	Council	To report all incidents and injuries immediately to their supervisor/ manager/ team leader. To comply with this policy and related procedures.

5 References

- *Workers Compensation Act 1987*
- *Workplace Injury and Workers Compensation Act 1998*
- *WorkCover Guidelines for Workplace Return to Work Programs 2011*
- *Workers Compensation Regulation 2010*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *WHS, Environment and Quality Policy*
- *Recover at Work Program Procedure*

6 Details of Approval and revision

- **Approval date: 14/09/2017**
- **Responsible Section: N/A**
- **Superseded policies/procedures:**
- **Next review date: 14/09/2021**

Table of amendments

Amendment	Authoriser	Approval ref	Date