



POLICY

Policy Title: Workers Compensation and Injury Management

Policy Owner: Director Human Resources Service Centre

Keywords: 1) Workers Compensation 2) Injury Management
3) Return to Work

Policy Code: PL148 [hr098]

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1. INTENT

Edith Cowan University (ECU) is committed to assisting injured employees return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury, illness or disease.

This policy aims to ensure that ECU is able to:

- Respond to workers' compensation claims in a confidential, timely and effective manner; and
- Assist injured employees remain in, or return to, full vocational competence where possible by facilitating an early return to meaningful and productive work following injury, illness or disease.

2. ORGANISATIONAL SCOPE

All ECU employees

3. DEFINITIONS

TERM	DEFINITION
ECU	Edith Cowan University

4. POLICY CONTENT

- 4.1** An employee shall, as soon as practicable, report any work related injury, illness or disease to their Supervisor.
- 4.2** The Supervisor, in consultation with the Health and Safety Office, is to establish early and regular personal contact with the injured employee.
- 4.3** On receipt of advice that an employee has sustained a work related injury which prevents them from undertaking pre-accident duties, the University, in collaboration with the injured employee, the immediate supervisor and medical professionals, will initiate and implement a return to work program.
- 4.4** The employee is expected to comply with medical restrictions and treatment recommendations as prescribed by their medical professionals, to assist in their recovery and return to full pre-accident hours and duties.
- 4.5** The Health and Safety Office will, in consultation with the injured employee's supervisor, provide case management services and facilitate injury management for the achievement of return to work outcomes and other agreed goals through the application of the Workers' Compensation and Injury Management Act 1981.
- 4.6** If an external injury management provider is appointed to provide case management expertise, the Health and Safety Office will, as appropriate, liaise and consult with the provider for the achievement of return to work outcomes and other agreed goals.
- 4.7** Details of workers' compensation claims will be held independently of personnel records on a separate file. Medical information will be forwarded to the University's Insurer, however will not be released to any other party without the written permission of the employee.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Staff

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

Available from the Health and Safety pages of the HR Service Centre website

- Workers' Compensation and Injury Management Guidelines

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	6 June 2002 (Vice-Chancellor's Executive Management Group) March 2010 (Vice-Chancellor)
Date last modified:	November 2013
Revision History:	June 2006 : Policy revised to reflect revised Workers' Compensation Legislation and University policy format. June 2009 : Policy amended to comply with University Guidelines re Drafting of Policy Documents. March 2010 : Policy reviewed. November 2013 : Policy amended to align with new policy template
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