INJURY MANAGEMENT POLICY
FOR
DIOCESAN SYSTEMIC SCHOOLS

OPERATIONAL POLICY

May 2015
PURPOSE
The purpose of this policy is to provide all employees of the Diocesan Schools System (DSS) with information for managing work related injuries, to comply with the Diocese of Broken Bay workers compensation insurer (Catholic Church Insurances Ltd (CCI)) and with the requirements of the Workers Compensation Act 1987 (NSW) and the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

POLICY FRAMEWORK
Occupational Rehabilitation is defined as the restoration of an injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which he/she is capable consistent with pre injury status.

The DSS acknowledges that the dignity, safety and wellbeing of people are central to the Church’s teaching. The DSS recognises that it is responsible for promoting a safe and caring working environment, in which a complete return to pre injury duties is achieved for anyone who sustains a work related injury or illness. Ideally, injured employees will be returned to productive employment as quickly and as safely as possible.

The DSS also recognises that an early intervention approach with a proactive strategy to assist employees manage work and health, will have the most beneficial result minimising the financial and human cost of injury.

This policy recognises that the Injury Management Policies of the Diocese of Broken Bay and the DSS share the same principles and commitments as outlined below.

POLICY CONTENT
The DSS, Broken Bay is committed to:

• A preventative approach, providing a safe and healthy work environment to minimise the risk of work related injury/illness, as outlined also in the Work Health and Safety Policy.

• Early reporting and intervention at the workplace to enable an employee to remain at work where possible, or to return to work as soon as possible following a work related injury/illness.

• Ensuring that a return to work as soon as possible following work injury/illness is a normal expectation.

• Providing modifications to the workplace, work practices or duties, where practicable, to assist in the rehabilitation process.

• Providing suitable duties where practicable in order to maintain the employee at work or enable an early return to work.

• Providing comprehensive and effective workplace-based return to work programs, by qualified Return to Work Co-ordinators or utilising the services of expert external providers were appropriate, tailored to the individual needs of the employee.

• Ensuring that the injured employee is actively involved in the development and implementation of their own rehabilitation and return to work and consulting where applicable, with any industrial union of workers on any aspect of the return to work program.
• Ensuring that participation in a return to work program will not, of itself, prejudice the position of the injured employee.

• Ensuring that School Principals/Heads of Service are involved in the return to work process.

• Ensuring the ongoing effectiveness of the return to work programs by regularly reviewing and evaluating this policy and its implementation through analysis of claims data, premium costs and stakeholder feedback.

Obligations

The Injured Employee
The injured employee is the focus of all actions related to the return to work process. Along with the rights granted to the employee under the program there are certain obligations and responsibilities, which include:

• To notify the School Principal/Head of Service as soon as possible after the injury/illness occurs.

• To complete the Incident Report Form.

• To inform their School Principal/Head of Service of any time lost and/or medical expenses.

• To nominate a treating doctor (NTD) who must agree to participate in the development and implementation of an Injury Management Plan for the employee where the injury is a “significant injury”. This is defined as likely to result in the employee being incapacitated for work for a continuous period of more than 7 days, whether or not those days are work days and whether or not the incapacity is total or partial or a combination of both.

• To provide WorkCover NSW – Certificate of Capacity medical certificates in support of any absence from work due to the work related injury/illness. This is required to be obtained at least every 28 days from the employee’s nominated treating doctor.

• To participate actively in the design and implementation of his/her Return to Work Plan, to attend all meetings and medical appointments relating to that plan. Unreasonable refusal to participate in a plan may compromise entitlement to payment of provisional or weekly benefits.

• To make all reasonable efforts to return to their pre-injury duties as soon as possible.

• To lodge a Worker’s Compensation Claim within six months (unless there is good reason for the delay) and cooperate with workplace changes.

The Employer
The Catholic Schools Office (CSO) will:

• Ensure the provision of timely advice to all employees regarding their rights, entitlements and obligations in rehabilitation and compensation matters.

• Comply with CCI’s Injury Management Program.

• Facilitate and co-ordinate services necessary for an early and safe return to work.
• Provide suitable duties/employment for an injured worker if they are reasonably practicable as an integral part of the return to work program and the injury management process.

• Arrange with an approved rehabilitation provider for the provision of a rehabilitation program (where applicable).

• Take all reasonable steps to provide an employee who is undertaking, or has completed, a rehabilitation program with suitable employment or assist the employee to find suitable employment.

The responsibility to manage the rehabilitation process effectively is delegated to the Return to Work Co-ordinator/Employee Wellbeing and Safety Team.

**SCHOOL PRINCIPAL/HEAD OF SERVICE**

The School Principal/Head of Service play a key role in ensuring that the needs of the employee are met without jeopardising the needs of the worksite.

The School Principal or Head of Service’s obligations are:

• To be committed to assisting injured employees to return to productive work in a timely manner.

• To provide ongoing support and supervision to the injured employee.

• To ensure that other staff within the workplace will give the injured employee appropriate support.

• To be responsible for identifying and providing suitable duties in line with medical restrictions for the injured person.

**RETURN TO WORK CO-ORDINATOR (RTW CO-ORDINATOR)/EMPLOYEE WELLBEING AND SAFETY TEAM**

The responsibilities of the RTW Co-ordinator/Employee Wellbeing and Safety Team are to:

• Notify CCI of all workplace injuries within 48 hours of becoming aware of an injury.

• Notify WorkCover NSW of all notifiable incidents (under S35 of WHS Act 2011) via the WHS Officer.

• Facilitate and co-ordinate the return to work process for an early and safe return to work.

• Manage the rehabilitation process and ensure that effective Return to Work Plans are developed, monitored and reviewed in consultation with the injured/ill employee, the School Principal/Head of Service, treating professionals, approved rehabilitation providers and other relevant parties.

• Communicate the availability and physical demands of suitable duties as appropriate.

• Instigate regular case reviews (before or after each upgrade) with the injured employee, management, CCI and Rehabilitation Provider (where applicable) to facilitate communication and the rehabilitation process.

• Provide guidance and advice to injured staff and management regarding responsibilities and rights within the parameters of the Return to Work Program.

• Ensure close management and monitoring of Return to Work Plans in consultation with the injured/ill person, the School Principal/Head of Service, treating professionals and other relevant parties.

• Ensure rehabilitation files are treated confidentially as required by the Privacy Act 1988.
THE NOMINATED TREATING DOCTOR (NTD)
The employee’s nominated treating doctor assesses the physical capabilities of the injured/ill employee, and works in consultation with the employee, the CSO, Diocese of Broken Bay and CCI to determine the appropriate strategy to assist the employee to recover from the injury/illness and return to work as soon as practicable. The nominated treating doctor will recommend and organise treatment for the employee’s injury or illness and continue to review their condition and capacity for work.

THE INSURER
CCI is obligated to:
- Inform the CSO of their Injury Management Program.
- Provide education to the CSO and its employees of their obligations.
- Prepare an Injury Management Plan (IMP) in consultation with the Diocese, the employee and where appropriate, the treating doctor, within the nearest time of being notified of a significant injury.
- Pay reasonably necessary medical expenses (some of which may require pre-approval).
- Decide whether to accept or deny the employee’s claim for worker’s compensation and advise the employee of this in writing.
- Continually assess and make decisions about the employee’s capacity for work.

RELATED FORMS
- Incident Report Form
- Catholic Schools Office Return to Work Program

RELATED POLICIES
This policy should be read in conjunction with the following:
- Diocese Broken Bay Injury Management Policy
- Diocese Broken Bay Work Health and Safety Policy
- DSS Work Health and Safety Policy

REFERENCES
- Workers Compensation Act 1987 (NSW)
- WorkCover Authority of NSW: www.workcover.nsw.gov.au
- Workplace Injury Management and Worker’s Compensation Act 1998 (NSW)
- Guidelines for Employers’ Return to Work Programs, WorkCover September 2010
- Catholic Church Insurances Injury Management Program September 2007

POLICY REVIEW
This policy will be reviewed within five years of its date of adoption.

POLICY DATES
Date of initial formation and adoption: June 2012
Date of current version: May 2015
Date of next review: May 2020

Authorised by
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Director of Schools