



Illness, Disability and Injury Management Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

These procedures support the following:

- [Disability Discrimination Act 1992](#)
- [Disability Services Act 1993 \(WA\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Occupational Safety and Health Act 1984 \(WA\)](#)
- [Academic, Professional and General Staff Enterprise Agreement 2012-2016](#)
- [Workers' Compensation, Injury Management & Disability Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. The University must comply with the requirements of the *Disability Discrimination Act 1992*, *Disability Services Act 1993 (WA)*, *Equal Opportunity Act 1984 (WA)*, and *Occupational Safety and Health Act 1984 (WA)*.
- 2.2. The University will make reasonable accommodation for staff, and applicants for employment, who have an illness, injury or disability, whether pre-existing, work-caused, temporary or permanent in nature, that impacts, or has the potential to impact, their ability to safely perform the inherent requirements of their role.
- 2.3. The University aims to assist staff experiencing illness, injury or disability achieve their fullest physical, psychological, social, vocational and economic efficiency of which they are capable.

3. PROCEDURAL DETAILS

- 3.1. The University will provide reasonable accommodation or the develop a return to work program, consistent with medical information, when staff experience illness, injury or disability that impacts their ability to safely undertake the inherent requirements of their job.
- 3.2. In order to assess reasonable accommodation, or to ensure a safe and timely return to work, the University may request a fitness for work certificate from a medical practitioner who will consider any medical restrictions or reasonable accommodation related to the inherent requirements of the job.
- 3.3. The University's Injury Managers or Staff Disability Advisors will adopt a case management approach with regard to the provision of reasonable accommodation or a return to work program.

4. RESPONSIBILITIES

- 4.1. Line Managers are responsible for:
 - a) ensuring that staff with illness, disability or injuries that impact (or have the potential to impact) their ability to safely perform the inherent requirements of their role, are considered for reasonable accommodation or a return to work program;
 - b) notifying the University's Injury Managers or Staff Disability Advisors of the need for assessment where medical restrictions may apply; and
 - c) participating in the development and monitoring of a staff member's return to work program or implementation of reasonable accommodation including where staff members are absent from the workplace.
- 4.2. Staff who are injured or ill, as described in section 3.1, are responsible for:
 - a) providing medical recommendations or restrictions from a medical practitioner;
 - b) participating in any reasonable accommodation or return to work planning;
 - c) participating in any agreed return to work program or maximising the benefit from any reasonable accommodation implemented; and

- d) advising the University of any change in fitness for work status or medical restrictions.

4.3. Injury Management Services are responsible for:

- a) providing case management for staff who are injured or ill, as described in section 3.1; and
- b) providing advice to the University regarding reasonable accommodation and return to work programs.

5. SCOPE OF PROCEDURES

These procedures apply to all staff employed by the University.

These procedures may not apply to staff with illness, injury or disability compensated as part of an accepted and current workers' compensation claim.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Disability includes:

- a) total or partial loss of the person's bodily or mental functions;
- b) total or partial loss of a part of the body;
- c) the presence in the body of organisms causing disease or illness;
- d) the presence in the body of organisms capable of causing disease or illness;
- e) the malfunction, malformation or disfigurement of a part of the person's body;
- f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; and
- g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

Inherent requirements means the fundamental or necessary tasks that define a job or category of jobs and that must be carried out in order to get the job done. This does not necessarily include all of the requirements of a job. Inherent requirements may include productivity and quality requirements, the ability to work effectively in the team or other type of work organisation concerned, and the ability to work safely.

Reasonable accommodation means modifications made to a workplace that remove barriers for people with a disability, enabling a staff member to work participate equally in the workplace. This includes but is not limited to modifications to environment, workstation and the job role.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Disability Access and Inclusion Plan 2012-2017](#)

[Australian Human Rights Commission](#)

[Disability Services Commission WA](#)

[Disability Services Act 1993 \(WA\)](#)

[Disability Discrimination Act 1992](#)

[JobAccess Government Assistance Scheme](#)

Policy Compliance Officer	Simone Brand , Manager, People Wellness People and Culture
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1 st April 2019

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	25/07/2012	Vice President, Corporate Services	EM1215	Conditional upon PMC rescinding the Injury Management Policy and Procedures at its 31 July 2012 meeting, effective 14 August 2012
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	11/11/2015	Chief Operating Officer	EM1521	Unconditional Re-approval only, no change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)