



Workers' Compensation Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

Workers' Compensation and Injury Management Act 1981 (WA)

Disability Discrimination Act 1992

Disability Services Act 1993 (WA)

Equal Opportunity Act 1984 (WA)

Occupational Safety and Health Act 1984 (WA)

[Relevant Enterprise Agreement](#)

[Workers' Compensation, Injury Management & Disability Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. The University must comply with the requirements of the *Workers' Compensation and Injury Management Act 1981 (WA)*, *Disability Discrimination Act 1992*, *Equal Opportunity Act 1984 (WA)*, the *Disability Services Act 1993 (WA)* and *Occupational Safety and Health Act 1984 (WA)*.
- 2.2. The University will purchase and maintain workers' compensation insurance, provide timely claims management for workers' compensation claims and ensure an injury management system is available for staff.

3. PROCEDURAL DETAILS

- 3.1. The following staff (workers) are entitled to lodge a claim for Workers' Compensation:
 - (a) those who suffer a personal injury by accident arising out of, or in the course of employment, or while acting on the employer's instruction;
 - (b) those who suffer a disabling disease; and
 - (c) those who suffer a disease contracted in the course of employment, or the recurrence or aggravation of a pre-existing disease where the employment contributed to a significant degree.
- 3.2. The University will lodge completed claims for Workers' Compensation in accordance with the *Workers' Compensation and Injury Management Act 1981 (WA)*.
- 3.3. The University's Workers' Compensation Insurer will assess and determine liability for a claim and advise both the University and staff member of their decision, in writing, within 14 days of receiving the claim.
- 3.4. Where medical restrictions are identified by a medical practitioner, Injury Management Services will adopt a case management approach with regards to claims management and the provision of injury management.

4. RESPONSIBILITIES

- 4.1. The Director, Risk Management is responsible for the purchase and maintenance of Workers' Compensation Insurance.
- 4.2. Line Managers are responsible for:
 - a) ensuring injured or ill staff attend appropriate first aid/medical treatment as soon as practicable for a work related illness injury;
 - b) notifying the University's Injury Management Services of any work related injury/illness where a First Medical Certificate is received;
 - c) participating in the development and monitoring of a staff member's return to work program;
 - d) completing any claims correspondence related to 'the employer' including the Employer's Report (Form 1B); and

- e) advising the University's Manager, Remuneration and Appointment Services, and the Insurance Officer, of any staff domiciled outside of Western Australia (including overseas) in excess of 6 consecutive months, or staff who are residents outside of Western Australia.
- 4.3.** All staff employed by the University who are considered 'workers' as defined by *the Workers' Compensation and Injury Management Act 1981 (WA)* are responsible for:
- a) advising the University's Manager, Remuneration and Appointment Services, and the Insurance Advisor, if they intend to be domiciled outside of Western Australia (including overseas) in excess of 6 consecutive months, or residents outside of Western Australia.
- 4.4.** Staff who are injured or ill, as described in section 3.1, are responsible for:
- a) immediately seeking first aid and reporting the injury/illness to their line manager;
 - b) undertaking a review with a medical doctor as soon as possible and, where applicable, receiving a First Medical Certificate;
 - c) reporting the incident via the University's Health and Safety online incident reporting system;
 - d) completing a workers' compensation claim form (Form 2B) available through the University's Injury Management Service, and lodging both the claim form and the First Medical Certificate with the Injury Management Service;
 - e) participating in any agreed return to work program;
 - f) attending regular medical reviews; and
 - g) advising both Injury Management Services, and their line manager, of any change in fitness for work status for the duration of any medical restrictions.
- 4.4.** Injury Management Services are responsible for:
- a) lodging workers' compensation claims with the University's Workers' Compensation Insurer within 5 days of receipt of all necessary forms (Form 2B and First Medical Certificate);
 - b) providing case management for claims for the duration of the claim; and
 - c) where appropriate, commencement of injury management.
- 4.5.** Remuneration and Appointment Services are responsible for calculating workers' compensation rates of pay and the provision of advice to Injury Management Services.

5. SCOPE OF PROCEDURES

These procedures apply to all staff employed by the University who are considered 'workers' as defined by the *Worker's Compensation and Injury Management Act 1981 (WA)*.

6. DEFINITIONS

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

First Medical Certificate

Means a WorkCover WA prescribed medical certificate to initiate the process for a workers' compensation application.

Form 1B

Means a WorkCover WA-prescribed form which indicates a line manager's knowledge of the workplace injury/illness.

Form 2B

Means a WorkCover WA-prescribed form which the staff member must complete and forward to Injury Management Services to initiate the workers' compensation application.

WorkCover WA

Means the government agency responsible for overseeing the workers' compensation and injury management system in Western Australia.

Worker

Means any person who has entered into or works under a contract of service. The definition of a 'worker' covers; full-time workers on a wage or salary, part-time, casual and seasonal workers; workers on commission; piece workers; working directors; contractors and sub-contractors and family members (in some circumstances).

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[WorkCover WA website](#)

[Risk Cover website](#)

[Compliance Services](#)

Policy Compliance Officer	Sean Ralph , 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	17/07/2012	Vice President, Corporate Services	EM1214	Conditional upon PMC rescinding the Workers Compensation and Claims Management Policy 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	EM1520	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)