



## 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](#)

[Legal and Compliance Services - Compliance webpage](#)

<b>Policy Compliance Officer</b>	<a href="#">Sean Ralph</a> , Manager, People Wellness   People and Culture
<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> 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)