



## People Wellness (Injury Management and Workers' Compensation) Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION 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 \(WA\)](#)
- [Relevant Enterprise Agreement](#)
- [Workers' Compensation, Injury Management & Disability Policy](#)

### 2. PROCEDURAL DETAILS

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. The University will ensure that staff impacted by injury, illness or disability will be informed of their entitlements to lodge a claim for Workers Compensation.
- 2.7. The University will lodge completed claims for Workers' Compensation in accordance with the *Workers' Compensation and Injury Management Act 1981 (WA)*.
- 2.8. The University's People Wellness Team will adopt a case management approach with regard to the provision of reasonable accommodations, return to work support, and injury management.

### 3. RESPONSIBILITIES

- 3.1. 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 People Wellness Team of any work related injury/illness where a First Medical Certificate is received;
  - c) notifying the University's People Wellness Team of the need for assessment where medical restrictions may apply; and
  - d) 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.

- 3.2. Staff who are injured or ill, as described in section 2, are responsible for:
- a) immediately seeking first aid and reporting any injury/illness to their line manager
  - b) providing medical recommendations or restrictions from a medical practitioner;
  - c) undertaking a review with a medical doctor as soon as possible and, where applicable, receiving a First Medical Certificate;
  - d) participating in any reasonable accommodation or return to work planning;
  - e) participating in any agreed return to work program or reasonable accommodation, including participating in suitable duties in alternate work areas and locations as required
  - f) advising the University of any change in fitness for work status or medical restrictions.
- 3.3. The People Wellness Team is responsible for:
1. providing case management for staff who are injured or ill, as described in section 2; and
  2. providing advice to the University regarding reasonable accommodation and return to work programs.
  3. lodging workers' compensation claims with the University's Workers' Compensation Insurer within 5 days of receipt of all necessary forms (Workers Compensation Claim Form and First Medical Certificate);
- 3.4. The People Services Team are responsible for calculating workers' compensation rates of pay and the provision of advice to the People Wellness Team.
- 3.4. The Director, Risk Management is responsible for the purchase and maintenance of Workers' Compensation Insurance.

#### 4. 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)*.

#### 5. 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.

##### **Workers Compensation Claim Form**

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).

**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.

**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.

## 6. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS/FORMS

[Disability Access and Inclusion Plan 2017-2020](#)

[Australian Human Rights Commission](#)

[Disability Services Commission WA](#)

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

[Disability Discrimination Act 1992](#)

[JobAccess Government Assistance Scheme](#)

[WorkCover WA website](#)

[Risk Cover website](#)

[Compliance Services](#)

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<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2023

## 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)
	Approved	30/07/2019	Chief Operating Officer	EM1943	Unconditional (includes title change, was Illness, Disability and Injury Management Procedures)