



Procedure: Rehabilitation and compensation

Purpose

To inform staff of the procedure for rehabilitation and workers' compensation at the University. This procedure is linked to the University's Rehabilitation and compensation policy.

Definitions

Injury management is defined as a workplace-managed process incorporating the employer and medical management team, from the time of injury to facilitate an efficient maintenance in or return to suitable employment.

Rehabilitation is a strategic process of intervention in, and management of, workplace injury or illness.

Rehabilitation case manager is the employer delegated authority under the SRC Act to manage the return to work of ill and injured staff members who have a workers' compensation claim.

Workers' compensation is a system that provides financial benefits and other assistance to employees (and/or their dependents) who sustain an injury at their place of work

Procedure

Scope

1. This procedure applies to all staff members of the University.

Overview

2. The University strives to create and maintain a workplace that supports the safety, health and wellbeing of staff. The University is committed to occupational rehabilitation for staff who sustain work related injuries or develop work related illnesses that impact on their ability to perform their work. It will aim to achieve the safe and timely return to work of injured staff through early and appropriate intervention.

3. The aim of the rehabilitation and compensation systems are to support

injured workers to remain at work or return to gainful work at the earliest appropriate time.

4. The University will provide suitable duties wherever possible in order to maintain staff at work or facilitate an early return to work. The University will respect and treat reference information in accordance with the Principles of the Commonwealth Privacy legislation and University Policies and Procedures.

5. A worker, who suffers a work-related illness, injury or disease and needs medical treatment and/or cannot work because of the injury, is entitled to claim workers' compensation.

6. This procedure outlines the roles, responsibilities and rights of the various stakeholders in the rehabilitation process, to achieve effective return to work of injured/ill staff.

Roles, responsibilities and rights

7. The University Executive, College Deans and Service Division Directors, or their nominees, are responsible for:

- sustaining a culture that resources early, active intervention to support and encourage injured/ill staff to a safe and durable return to work;
- promoting the prompt notification of any workplace incidents using the University's [WHS Incident management tool](#);
- supporting managers, supervisors and other staff to ensure effective responses to, and management of, workplace injury or illness;
- complying with administrative requirements of rehabilitation and compensation claims as required by the University and regulatory bodies;
- providing workplace flexibility to accommodate suitable duties or employment to support the workplace based rehabilitation of injured/ill staff;
- ensuring that information relating to staff on rehabilitation programs is treated confidentially in line with relevant legislation;
- ensuring the non-prejudicial treatment of staff participating in workplace-based rehabilitation programs in line with legislative requirements;
- ensuring budgetary provision to establish and maintain a safe and healthy working environment within the Budget Unit; and
- supporting staff by enabling them to undertake safe work practices and procedures and access appropriate information, training and supervision, to understand their roles and responsibilities with regard to rehabilitation.

8. Area managers/supervisors are responsible for:
- providing, or promptly refer injured/ill staff for, first aid and/or medical attention, as appropriate;
 - notifying workplace injury or incident promptly as per the University's [WHS Incident management procedure](#);
 - maintaining appropriate contact with injured/ill staff;
 - ensuring that a claims for compensation' and associated documentation are submitted as soon as possible to the Injury Management Branch of the Work Environment Group;
 - ensuring a safe workplace exists for staff returning to work after injury or illness;
 - assisting the ANU rehabilitation case manager and their delegates or approved rehabilitation provider, to determine, implement and monitor suitable return to work options for staff;
 - facilitating support for an injured/ill staff member's Return to Work Program (RTWP);
 - treating information relating to staff on rehabilitation programs confidentially in line with relevant legislation;
 - maintaining non-prejudicial treatment of staff participating in rehabilitation programs; and
 - communicating effectively with the relevant ANU Rehabilitation Case Manager regarding rehabilitation of injured/ill staff.
9. The University rehabilitation case manager is responsible for:
- initiating contact with injured/ill staff within 24 hours of receiving the Incident Notification;
 - ensuring that staff rights and obligations relating to rehabilitation are clearly explained;
 - organising an initial assessment of injured/ill staff as soon as possible to identify their rehabilitation requirements;
 - determining and developing the return to work program for injured/ill staff, in conjunction with relevant stakeholders;
 - acting as facilitator for injured/ill staff, supervisor, rehabilitation providers and health practitioners;
 - ensuring that staff (and their representatives if requested) are consulted

during all stages of their rehabilitation process;

- ensuring confidential treatment of information relating to staff on rehabilitation programs in line with relevant legislation;
- supporting the non-prejudicial treatment of staff participating in rehabilitation programs; and assisting in monitoring and reporting to management on rehabilitation outcomes.

10. Staff are responsible for:

- ensuring their personal safety and that of their co-workers;
- reporting all relevant incidents or illnesses that may affect their ability to perform their work, or affect co-workers, as soon as possible to their supervisor, and submit an ANU Incident Report;
- seeking medical attention promptly when an injury or illness has been sustained or contracted;
- providing medical certification to their supervisor and ANU Rehabilitation Case Manager of clearance for work duties or details of applicable work restrictions prior to their return to work;
- actively participating in the development and implementation of their rehabilitation program including the Return to Work Program (RTWP) and any assessments recommended by the ANU Rehabilitation Case Manager;
- submitting promptly all relevant original medical certificates and reports together with leave applications for work absences to area HR and/or ANU rehabilitation Case Manager;
- informing their ANU rehabilitation case manager and/or supervisor of their progress including any changes in their circumstances during rehabilitation; and
- Cooperating with the University so it can meet its rehabilitation obligations as an employer.

11. Staff have the right to:

- choose to have a support person present at any meeting regarding rehabilitation; and
- seek advice before signing documentation associated with a Rehabilitation Program or a Worker's Compensation Claim, if required.

Sources

Legal and other requirements
<i>Work Health and Safety Act 2011 (Cth)</i>
<i>Work Health and Safety Regulations 2011 (Cth)</i>
<i>Safety, Rehabilitation and Compensation Act 1988 (Cth)</i>
<u><i>Disability and Discrimination Act, 1992 (Cth)</i></u>

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