



Guideline: Early intervention assistance

Purpose

To provide staff with information on how to claim for a minor work-related injury through the early intervention assistance scheme.

Guideline

Introduction

1. If you are a University staff member with a minor work-related injury, you may consider seeking reimbursement of your injury costs, instead of workers' compensation being sought through the University self-insurance arrangements.
2. The University is mindful of, and acknowledges that, an individual has a right to claim workers' compensation even for minor injuries. However, there are fixed administrative costs associated with any claim, and payment through Early Intervention Assistance (EIA) may be a more efficient method of cost recovery for staff members who have already paid medical costs.

Definition of Minor Work-Related Injury

3. The University defines a minor work-related injury as an injury that occurs:
 - occurs at work;
 - is expected to resolve in a discrete period of time;
 - has little expectation of ongoing symptoms, treatment or expenses;
 - requires no more than three visits to the doctor;
 - requires no further diagnostic testing than one x-ray, MRI, nerve conductivity test, ultrasound or CT scan;
 - does not require any more than four para-medical treatments (such as physiotherapy, chiropractic etc); and
 - does not exceed a TOTAL COST of \$1200 (not counting time off work).

Note. If total costs are likely to exceed \$1200, then staff should consider claiming expenses through a workers' compensation claim.

Notes for Staff Claiming for Early Intervention Assistance

4. Staff **MUST**

- report the injury/incident via the [Figtree workplace safety incident & hazard reporting tool](#) as well as providing their supervisor with a printed copy of the notification;
- present a medical certificate from a qualified medical practitioner, certifying any periods of time off work, state the nature of the medical condition and state how it is related to work;
- present original receipts to substantiate their claim for reimbursement.

5. The University is not obliged to pay for costs associated with minor work-related injury.

6. The reimbursement of expenses under this guideline does not imply that the University has accepted workers' compensation liability for the injury.

7. The University only reimburses monies related to medical, treatment and diagnostic expenses. Personal effects (e.g. spectacles, watches, and clothing) that are damaged in connection with a minor work-related injury may be reimbursed in exceptional circumstances.

8. The University may be requested to submit staff claim records to the University's Claim Delegate or other agencies and will do so in accordance with the law. Otherwise records are held in accordance with University policy on privacy and record keeping.

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