

Guideline Number:	E-040
Guideline Name:	Guideline for an Employer Injury Management Policy

Purpose

The purpose of this guideline is to assist employers with the development and management of their Injury Management Policy.

Context

An injury management policy should reflect the organisations commitment to the principles of injury management and return-to-work and should form the basis upon which the injury management program is developed.

Requirements

The injury management policy should focus on and address injury management and return-to-work issues.

Guidelines for meeting requirements

In preparing an Injury Management Policy employers should consider the following criteria; the policy should:

- 1) be a statement of the employer's commitment to the principles of effective injury management and return to work for injured/ill workers; that promotes the principles of early reporting; early intervention; injury management and the return to work hierarchy as specified in the Tasmanian Return to Work and Injury Management Model.
- 2) state the organisations commitment to the development and implementation of an Injury Management Program that is supplemented by adequate written procedures which are readily available in the workplace and identify the roles, rights and responsibilities of all parties.
- 3) identify roles and responsibilities as identified in the organisations Injury Management Program.
- 4) include the right of an injured/ill worker to choose their own 'Accredited' Primary Treating Medical Practitioner and participate in the selection of their Accredited Workplace Rehabilitation Provider.
- 5) require return to work plans and injury management plans be developed in consultation with all parties in accordance with the Injury Management Program.
- 6) be appropriate to the nature and scale of the organisation, be written so that it is easily understood by the workplace parties and be capable of being implemented in the workplace concerned.
- 7) be developed in consultation with; and endorsed by all workplace parties with provision for input by unions if requested by workers.
- 8) be consistent with the provisions of the Workers Rehabilitation and Compensation Act 1988; other supporting legislation; applicable guidelines and their Insurers Injury Management Policy.
- 9) be consistent with the workplace health and safety policy and other management systems within the workplace.

- 10) promote continuous improvement and be reviewed regularly (annually) to demonstrate there is continuing commitment to the policy by management and workers; and to ensure it remains consistent with the Injury Management Program Guidelines.
- 11) be explained to all new workers joining the organisation and be displayed prominently in appropriate locations at the workplace in order that workers can readily refer to it.

Related documents**Related Guidelines**

Nil

Forms

Nil

Additional Resources

Nil

Document control

Revisions	Revision no:	1.0	Revision date:	March 2010
-----------	--------------	-----	----------------	------------