



## Staff Injury Procedure

*This procedure should be read in conjunction with the 'Staffing Arrangements Policy'*

1. The injured staff member must notify the Centre Manager immediately.
2. First aid will be administered, as necessary, by a First Aider.
3. The Centre Manager, in consultation with the injured staff member, will determine the action to be taken next:
  - a. Call ambulance
  - b. Send to GP
  - c. Send home
  - d. Continue to perform duties
4. For extremely minor injuries (e.g. band aid, insect bite) it should be recorded in the Band-Aid book and no further action is required.
5. For any other injury
  - a. a Staff Injury Form must be completed as soon as reasonably practicable following the incident
  - b. if medical treatment is sought, the injured staff member should explain to the medical professional that this is a workplace injury, so that the relevant WorkCover documentation can be completed
  - c. a copy of these documents must be provided to the Centre Manager in a timely manner for reporting requirements
6. The Centre Manager will notify the General Manager, the Commercial Team & Work Health Options (our workplace injury management company) with a copy of the completed Staff Injury Form, and Certificate of Capacity if available, within 24 hours of the incident.
7. WHO will lodge the injury notification with iCare on our behalf, and take over the ongoing management of the claim and return to work process.
8. The injured staff member must continue to keep the Centre Manager up to date regarding the progress of their injury recovery, and provide any ongoing medical documentation, such as Certificates of Capacity.

### PROCEDURE VERSION AND REVISION INFORMATION

**Authorised by** GENERAL MANAGER

**Current version**

1

**Last review**

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