

Parish Injury Management and Rehabilitation Policy

Objective/Intent

The purpose of this policy is to ensure that the Parish is able to respond to workers' compensation claims quickly and properly, so that injured employees can remain at work or return to work at the earliest appropriate time.

Background

The Parish has a responsibility to develop injury management and rehabilitation based best practice initiatives that best serve its needs and those of its employees.

The Parish is also responsible to ensure retraining options are available to employees who are identified as not being able to return to pre-injury duties.

In accordance with the intention of the Workers Compensation and Rehabilitation and Occupational Health and Safety legislation the Parish has developed and adopted this Injury Management and Rehabilitation Policy together with its associated procedures.

Policy

Injury management and rehabilitation is the planned and coordinated process of restoring the health and productivity of employees following the occurrence of a work related injury. The aim of injury management and rehabilitation is to achieve the best level of recovery and return to the workforce for the injured employee.

Injury Management Steps

When information that an employee has a First Medical Certificate for a work related injury is received or the employee requests, the Parish will provide the employee with a workers' compensation claim form.

When a completed workers' compensation claim form and First Medical Certificate is received from the injured employee, the Parish will send the documents to Catholic Church Insurances Limited (CCI) within three working days in accordance with the *Workers' Compensation and Injury, Management Act 1981* (the Act).

The Parish will discuss the workers' compensation claim with CCI, to clarify any issues or concerns or request up-to-date information on the Parish responsibilities in relation to the claim.

The Parish will maintain close contact with the injured employee to check on progress and make arrangements for the employee to remain at work or return to work as soon as medically appropriate.

If it is required, a return to work program will be established in consultation with the injured employee and in accordance with the Act.

Employee Participation

For a workers' compensation claim to be processed, an injured employee should give the Parish a completed claim form and all medical certificates from the treating practitioner.

Injured employees should maintain close contact with the Parish to provide information on their progress and participate in return to work activities in accordance with the Code.

Any issues associated with a claim should be referred to the Diocese, who will endeavour to resolve these issues or, where necessary, refer them to CCI.