

Injury Management Policy

Date this policy was last updated	20/09/2017
Date of next review	20/09/2019
Who is responsible for this policy	Director
Outcomes and success measures	<p>The desired outcome of this policy is to ensure that Wood Recruitment is able to respond to workers' compensation claims quickly and properly, so that the injured worker can remain at work or return to work at the earliest appropriate time.</p> <p>The effectiveness of this policy will be assessed by reference to the amount of lost time due to work-related injuries.</p> <p>The efficiency of this policy will be assessed by whether we are able to implement the policy effectively within existing resources.</p>

Statement

Wood Recruitment's approach to injury management is to respond quickly and appropriately to workers' compensation claims, and to support injured workers to either remain at work if appropriate or return to work at the earliest appropriate time.

Wood Recruitment will establish Injury Management Procedures to assist workers and managers to implement this policy.

Worker Participation

It is important that the candidate let the Host Employer and Wood Recruitment know as soon as practical about their injury. Even if it may not seem significant at the time, it is important that the injury be documented in case of future problems that may arise.

In order to enable the prompt and effective processing of workers' compensation claims, an injured worker should give Wood Recruitment a completed claim form and all medical certificates from the treating medical practitioner as soon as reasonably practicable.

Injured workers should maintain close contact with Wood Recruitment 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 Wood Recruitment, who will endeavour to resolve these issues or, where necessary, refer them to the approved insurer.