SR INJURY MANAGEMENT AND RETURN TO WORK

PROCEDURE

If any LORAC employee, contractor, subcontractor, visitor or member of the public at any LORAC Project or Workplace is injured a LORAC management employee must be notified immediately. This would typically be the first aid officer/site safety representative who has the responsibility of contacting emergency services (if required) and/or facilitating medical treatment. A Personal Injury Report must be completed and the event must be recorded in IMPACT. As soon as is reasonably practicable the LORAC Manager responsible for the workplace or project, e.g Project Leader, Factory Manager must be notified. Where the injured party is a LORAC employee or representative the Workers Compensation Team must be notified within 1 hour of seeking medical assessment. (workerscomp@laingorourke.com.au or via telephone 0438 751 650).

For any injuries of a serious nature an event investigation will be conducted in accordance with SR Event Management and Reporting.

Where an injured LORAC employee is required to attend a medical centre or hospital they should be accompanied by a LORAC representative who has the authority and knowledge to both advise and negotiate suitable duties available at the site or workplace with the treating medical practitioner.

The aim of the LORAC Injury Management and Rehabilitation Program is:

- To establish and maintain a timely and effective injury management system for injured workers
- To ensure that effective injury management and workplace rehabilitation is an accepted part of the workplace culture and adequate information is provided to workers about the injury management process
- To promote early intervention and return to work following a work related injury or illness by utilising transitional restricted duties, where practicable for injured workers
- To return the injured worker successfully back into the workplace in a manner that is sustainable by the worker
- To ensure consultation with the injured worker and other key parties is maintained so that the achievement of the mutually set rehabilitation goal is timely

It is a requirement under all State’s Workers Compensation/Injury Management and Rehabilitation legislation that an employer must complete a RTW Plan/Workplace Rehabilitation Plan for all injured employees. As such the LORAC representative, injured employee & treating medical practitioner should agree the most suitable injury management for return to work as soon as practicable.

Let’s all get home safely, every day.
Wherever possible a draft Workplace Rehabilitation Plan and a copy of the "Important Information for Treating Doctor" must be taken to the appointment. In an emergency situation where this has not been practicable, these documents should be forwarded to the treating medical practitioner as soon as possible post assessment.

All medical certification, related accounts and/or receipts must be forwarded to the Workers Compensation Team (workerscomp@laingorourke.com.au) the State appropriate claim documentation within 24 hours of receipt for lodgment by the Workers Compensation Team.

REPORTING GUIDELINES

This process describes the entry of injury and event details into IMPACT and reporting to regulatory bodies.

- Input details into IMPACT or complete E-T-8-0951b Personal Injury Report as soon as possible following the event. All event reporting and investigation is to be recorded in IMPACT, LORA Online Event Notification and Investigation Reporting Tool. Where IMPACT is not available the alternate means of notification to be used is E-T-8-0951a HSE Internal Incident Notification. These completed documents are to be forwarded to a location where the information can be input onto IMPACT ASAP.

- In the event of an Actual or Potential Class 1 Event & Class 2 Event, notify the relevant HSE Leader immediately by telephone and follow up using E-T-8-0951a HSE Internal Incident Notification

- Refer to Laing O’Rourke System Requirement SR Event Management and Reporting

- If the injury involves a LORAC employee, inform the Workers Compensation Team by email or telephone as soon as possible. The Workers Compensation Team will notify the relevant Workers Compensation agent/insurer. For further guidance or information regarding accountabilities and responsibilities during the injury management and workers compensation processes refer to Injury Management and Rehabilitation Program or contact the Workers Compensation Team directly.

- Notify the client if it is a requirement of the Contract or Construction Project or Workplace OHS Management Plan

GRIEF COUNSELLING - EMPLOYEE ASSISTANCE PROGRAMME

The Project Leader (or delegate) must ensure that all personnel are aware of the LORAC Employee Assistance Program, should grief or other counselling be required. This includes assisting in mitigating potential psychological damage in workers experiencing or witnessing critical incident/trauma.

Contact OPTUM by phone on 1300 361 008.

REHABILITATION OF WORKERS

The Project Safety Advisor and/or Return to Work Coordinator is responsible for the implementation of the Injury Management and Rehabilitation Program with assistance from the Workers Compensation Team. The Workers Compensation Team is responsible for interfacing with the company's insurer, approved treatment providers, the employees site and all other key stakeholders during the life of the injured workers claim.

RULES

Let's all get home safely, every day.
It is important to maintain contact with an injured person while they are off work. This assists recovery by assuring them they still have a role in the workplace, and to ensure that payments being received, accounts paid etc.

Regular contact will be made by both the site and a representative from the Workers Compensation Team.

Monitor the medical progress of the injured person by having them provide progress medical certificates. It is important for planning purposes to know when they may return to work and if alternative duties can be undertaken.

Obtain a final clearance certificate before returning the person to their pre-injury duties.

**WORKPLACE REHABILITATION PLAN**

A Workplace Rehabilitation Plan may also be referred to as ‘transitional duties’ or ‘alternative duties’ plan.

A Workplace Rehabilitation plan is designed to help injured employees return to their pre-injury duties through a supervised process.

The plan - which must be approved by the treating doctor - matches the injured person’s abilities with appropriate work tasks and work hours.

In some instances it may be necessary for the injured person to have a convalescent period before commencing the plan. The convalescence may be at home or in hospital.

The employer, injured worker and treating doctor consider the following when developing an alternative duties program for an injured person:

- Advice from the treating doctor
- Pre-injury employment and what tasks the injured person is now capable of doing
- Any relevant medical information
- Employer's workplace rehabilitation policy and procedures
- Age, education, skills and work experience
- The locality of the available suitable duties program

A specialist such as a physiotherapist or occupational therapist may come out to the workplace to assess what duties would be suitable.

**PAYMENT FOR ALTERNATIVE DUTIES**

The injured person will continue to be paid while undertaking suitable duties in accordance with the relevant States compensation entitlement.

**IF AN EMPLOYEE IS UNABLE TO RETURN TO WORK**

If an injured worker is unable to return to their usual job or another suitable position because of their injury the relevant regulatory body may offer on-the-job training for new skills or sponsor the injured person to complete further study.

**DISPUTE RESOLUTION**

Any disputes arising regarding the management of the injured workers claim can be resolved by the body designated by the relevant Workers Compensation authority.

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*Let's all get home safely, every day.*
PRIVACY OF PERSONAL INFORMATION

It is Group policy to protect personal information and an individual’s privacy. The forms associated with Rehabilitation (e.g. First Aid Injury Register, Workplace Rehabilitation Plan) contain sensitive information on the individual and must be handled in accordance with the Group privacy principles.

SUPPLY CHAIN

Before commencing work on a project, supply chain companies must nominate in writing a contact person for rehabilitation matters. Supply chain companies must comply with LORAC requirements at all times.

LEGISLATION CODES AND STANDARDS

NSW
Workers Compensation Legislation Amendment Act 2012
Workers Compensation Commission Rules 2011
Workers Compensation Regulation 2010
QLD
Workers’ Compensation and Rehabilitation Act 2003
Workers’ Compensation and Rehabilitation Regulation 2003
WA
Workers’ Compensation and Injury Management Act 1981
Workers’ Compensation and Injury Management Arbitration Rules 2011
Workers’ Compensation and Injury Management Conciliation Rules 2011
Workers’ Compensation and Injury Management Regulations 1982
Workers’ Compensation Code of Practice (Injury Management) 2005
SAFEWORK AUSTRALIA
First Aid in the Workplace Code of Practice

FORMS AND TEMPLATES

E-T-8-0951a HSE Internal Incident Notification
E-T-8-0918 Incident Investigation
E-G-8-0952 Injury Management and Rehabilitation Program
Workplace Rehabilitation Plan
Important Information for Treating Doctor
Injury Management and Rehabilitation Program