

# Injury Management Policy.

This Policy is one of co-operation and consultation. It is consistent with our Insurer's Injury Management Policy and has been developed in consultation with Employees. The intent of this Policy is to achieve optimum results in terms of timely, safe and durable Return to Work for Workers following workplace Injuries.



## DC Resourcing commitment is to:

- Prevent injury and illness by providing a safe work environment.
- Ensure the injury management plan progresses as soon as possible after an injury in accordance with Medical advice.
- Provide suitable and meaningful duties for the injured worker in conjunction with host clientele
- Ensure all Employees are aware that is normal practice and DCR expectation is to return to work as soon as practicable.
- Ensure all participants in a Return to Work Program in line with current Legislation
- Consult with Employees to ensure this Policy operates effectively.

## When an Injury occurs:

It is the Employees responsibility to notify their Project Account Manager of an injury as soon as practicable. Once notified the Project Account Manager will ensure the injured persons receive the appropriate First-Aid and/or Medical treatment as soon as possible and will conduct an investigation to prevent re-occurrence. The Project Account Manager will provide the injured worker with the required form to complete. The Project Account Manager will then notify the Return to Work Coordinator as soon as practicable. The Return to Work Coordinator will then notify the Insurance Company within Forty-Eight (48) hours and proceed to manage the claim.

## Follow up after Injury:

The designated Return to Work Coordinator is Janelle Cvetkovski, who will develop and maintain the necessary records and case files whilst protecting the confidentiality of the information in these files.

## Finding Suitable Duties:

When an injured Employee is capable of Returning to Work, an individual Return to Work Plan will be developed according to Medical advice. After consultation with the relevant parties, suitable duties will be identified, offered and be in specific writing. Appropriate assistance will be given to illiterate workers, those workers from non-English speaking backgrounds and those permanently unable to return to pre-injury duties.

## Rehabilitation Provider:

Rehabilitation Providers are available to assist when required in the rehabilitation of those Employees who suffer a Workplace injury or illness. Injured Employees will however retain the right to nominate an accredited provider of their own choice.

## Disputes:

When the process of injury management is subject to dispute, DC Resourcing accepts the need to resolve this quickly with direct involvement with all parties concerned.

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