

1. Purpose

The purpose of this Policy is to outline EIG's commitment to the effective management of workplace injuries and to ensure compliance with the Workers' Compensation and Injury Management Act 1981 (WA) and the Work Health and Safety Act 2020 (WA).

EIG aims to:

- Support injured workers in returning to work safely and efficiently;
- Minimise the impact of workplace injuries on employees, other workers, and business operations;
- Ensure compliance with statutory obligations for injury management, rehabilitation, and reporting.

2. Scope

This Policy applies to:

- All EIG employees, officers, contractors, and subcontractors;
- All work-related injuries, incidents, and illnesses that occur on EIG worksites, offices, or during work activities;
- All processes associated with reporting, managing, and rehabilitating injuries.

3. Definitions

- **Injury:** Any physical or psychological harm arising from work-related activities, including occupational diseases.
- **Rehabilitation:** Assistance provided to injured workers to recover, return to work, and maintain sustainable employment.
- **Return to Work (RTW):** The process of reintroducing an injured worker to work safely, in either their pre-injury role or a suitable alternative role.
- **Injury Management Coordinator (IMC):** Designated personnel responsible for coordinating injury management and rehabilitation.

4. Policy Statement

EIG is committed to:

- Providing a safe and supportive environment for injured workers;
- Ensuring early intervention and timely management of all work-related injuries;
- Supporting injured workers to achieve optimal recovery and safe return to work;
- Complying with all statutory obligations regarding injury reporting, rehabilitation, and workers' compensation;
- Maintaining confidentiality and respect for injured workers' privacy;
- Promoting awareness and understanding of injury management responsibilities among employees and managers.

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5. Injury Reporting

- All workplace injuries, incidents, or near-misses must be reported **immediately** to the supervisor or manager.
- Supervisors are responsible for ensuring incidents are recorded in the EIG incident register.
- Serious injuries must be reported to **WorkSafe WA** as required under the WHS Act 2020.

6. Early Intervention & Medical Treatment

- Injured workers should seek medical attention promptly.
- EIG will assist in arranging medical treatment and provide information on approved medical providers.
- Early reporting and treatment are critical to minimise recovery time and prevent further complications.

7. Rehabilitation & Return to Work

- An **Injury Management Coordinator (IMC)** will be appointed to manage each case.
- A **Return to Work Plan** will be developed in consultation with the injured worker, treating medical practitioners, and supervisors.
- Suitable duties will be identified and assigned to accommodate any functional limitations during recovery.
- Progress will be monitored, and adjustments made as recovery continues.

8. Roles and Responsibilities

Role	Responsibilities
Senior Management	Ensure injury management systems are resourced, compliant with legislation, and monitored for effectiveness.
Supervisors/Managers	Support injured workers, facilitate early reporting, implement return-to-work plans, monitor recovery progress.
Injury Management Coordinator (IMC)	Coordinate medical appointments, rehabilitation plans, compliance reporting, and communication with WorkCover WA.
Employees/Workers	Report injuries promptly, participate in rehabilitation programs, follow medical advice, and cooperate with return-to-work plans.

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9. Confidentiality

- All personal and medical information related to injury management will be treated confidentially.
- Information will only be shared with parties directly involved in rehabilitation, compliance, or legal reporting.

10. Training and Awareness

- Managers, supervisors, and employees will receive training on injury reporting, early intervention, and return-to-work procedures.
- EIG will promote a culture of safety, awareness, and proactive injury management.

11. Non-Compliance

- Failure to comply with this Policy may result in disciplinary action, as well as potential breaches of statutory obligations under WA law.

12. Review

- This Policy will be reviewed **every two (2) years**, or sooner if:
 - Legislative or regulatory changes occur;
 - Workplace incidents indicate a need for improvement;
 - Best practice guidance evolves.

13. References

- Workers' Compensation and Injury Management Act 1981 (WA)
- Workers' Compensation and Injury Management Regulations 1982 (WA)
- Work Health and Safety Act 2020 (WA)
- Safe Work Australia – Rehabilitation and Return to Work Guidelines
- WorkCover WA – Injury Management Guidelines

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