

## Injury Support Program

Our early intervention approach to injury management aims to support employees in receiving appropriate medical treatment from their own nominated health practitioners as soon as possible following a work related injury. We can also offer a range of adjustments and modifications to support employees in safely remaining at or returning to work while recovering from work related or personal injury or illness.

This guide aims to provide you with relevant information on how we can support you in recovering from work related injury or illness and to make our early intervention process as easy and efficient as possible.

### Step 1: If you are injured or become ill at work

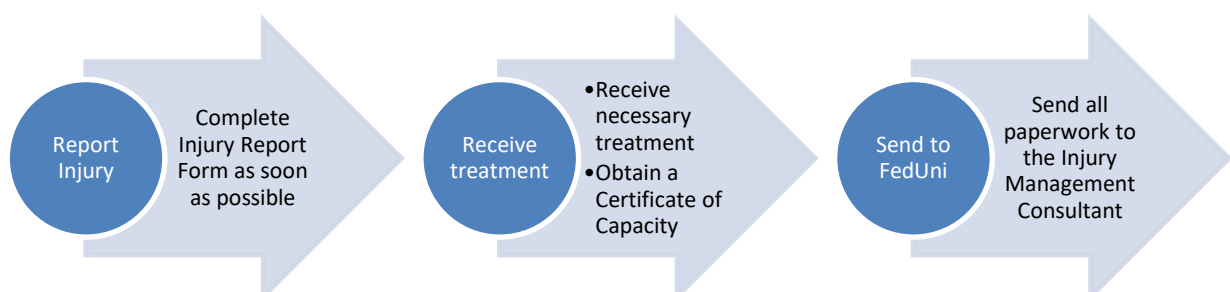
- Advise your manager immediately to ensure you get the right support.
- Complete an [Injury Report Form](#) as soon as practicable and forward it to your manager.
- Seek appropriate medical treatment.

### Step 2: Referral to Injury Support Program

If you are injured at work, you may be eligible to participate in the Injury Support Program if you are only seeking payment for medical and like expenses. The Injury Support Program is based on the following criteria:

- A work related injury has been sustained.
- An [Injury Report Form](#) has been completed in relation to the injury.
- The injury is considered minor and likely to resolve after a small amount of treatment.
- You agree to participate in the program.
- A workers compensation claim has not been lodged.

Participation in the Injury Support Program does not prevent a claim being lodged if the injury does not resolve as anticipated. For further information on Workers Compensation, please contact the Injury Management Consultant on 5327 6197.



## Treatment

Following a work related injury or illness, it is important you seek appropriate medical treatment (if required). You always have the right to choose your own health professionals to assist with your recovery.

## Certificate of Capacity

A Certificate of Capacity provides useful information to the employer that can assist in helping you to safely remain at or return to work. It includes information regarding your clinical diagnosis, capacity for work and any recommended treatment options to assist with your recovery.

When you attend a consultation with your medical practitioner for your work related injury or illness, a Certificate of Capacity will be issued. For the purposes of claiming WorkCover for time lost from work, only a medical practitioner can provide the initial Certificate of Capacity and this certificate cannot be for longer than 14 days. Subsequent Certificates of Capacity can be issued by a medical practitioner, physiotherapist, chiropractor or osteopath. These can be issued for up to 28 days.

## Recovering at work

*Did you know that staying at or returning to work is good for your health?*

Your treating health professionals, Injury Management Consultant and manager will be an important support team while you recover. Everyone has a role to play to ensure your recovery and return to work runs smoothly.

## Federation University's obligations:

- Provide you with suitable and/or alternative duties for the employment obligation period (52 weeks);
- Plan for your return to work and monitor your progress;
- Consider reasonable workplace support, aids or modification to assist in your return to work;
- Make return to work information available to you in your workplace.

## Your obligations:

- Make reasonable efforts to return to work in suitable or pre-injury employment and actively participate and cooperate in planning for your return to work;
- Regularly provide information about the progress of your recovery. This may include phoning work to advise how your treatment is going, what advice the treating health practitioner has given you about getting back to work and providing your employer with your WorkSafe Certificate of Capacity;
- Comply with any medical restrictions, suitable duties and tasks and liaise with key stakeholders as required; and
- Participate in any treatment recommended by your treating health practitioner.

## You have the University's full support

While you play the most important role in your recovery and return to work, the University will also be there to support you. If you would like any further information, please contact our Injury Management Consultant on 5327 6197.

