

# Rehabilitation and Workers' Compensation Procedure



## 1 Purpose

To define the duties and Procedures involved in the management of workplace Injury or illness and rehabilitation.

## 2 Scope

This Procedure applies to all University Employees under a contract of employment including casual Employees as defined by relevant legislation.

## 3 Procedure Overview

The University will provide timely and adequate services to assist the injured or ill Employee to remain or return to work at the earliest opportunity.

## 4 Procedures

### 4.1 Duties and Procedures in relation to workplace incident or Injury

The University requires that all Employees take reasonable care in the performance of work activities to prevent injuries to self or others. The University, Supervisors and Employees have an obligation to report all work related injuries and illnesses.

In the unlikely event of an Injury or illness there are specific responsibilities and Procedures that must be followed by:

1. the injured or ill Employee.
2. the injured or ill Employee's Supervisor.
3. the Rehabilitation and Support Officer.

These Procedures are very detailed and are specifically outlined on the People Portfolio website. It is important to note the Procedures have timeframes that must be complied with.

### 4.2 Training

The People Portfolio will be responsible for the education of all Supervisors and Employees within the University, regarding Workplace Rehabilitation.

## 5 References

Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Work Health and Safety Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	<a href="#">Workers' Compensation and Rehabilitation Act 2003</a> <a href="#">Workers' Compensation and Rehabilitation Regulation 2014</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Incident and Hazard Reporting and Investigation Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Workcover and rehabilitation</a> <a href="#">Workplace Rehabilitation standards</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b> <a href="#">Delegate (noun)</a> Delegate (noun) means the officer, Employee or committee of the

University to whom, or to which, a delegation of authority has been made under this Policy.

### [Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

### [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

### [University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

## **Definitions that relate to this procedure only**

### **Compensation**

Means the benefits paid by Workcover Queensland to the injured Employee after their Workcover Queensland claim has been successful. An application for Compensation must be made within six (6) months of the initial Injury and if accepted statutory Compensation may include weekly Compensation payments (salary), medical expenses, hospitalisation costs, travelling expenses, Workplace Rehabilitation costs or lump sum Compensation.

### **Injury**

Means a personal Injury arising out of, or in the course of, employment if the employment is a significant contributing factor causing the Injury. This includes any Injury, illness or disease which adversely affects an Employee's ability to perform their normal duties.

### **Suitable Duties**

Means specially selected duties at the workplace offering a monitored and graduated (where applicable) return to normal duties. Duties must be matched to the capabilities of the worker, be time limited and regularly upgraded according to the injured Employee's level of recovery and consider the restrictions and limitations specified by the treating medical practitioner. It is expected that suitable duties

programs will enable the Employee to return to the position held prior to Injury or illness (where possible).

### **Supervisor**

Any person responsible for leading the activities of others. In the context of this procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

### **Workcover**

Means Workcover Queensland and Q-Comp (The Workers' Compensation Regulatory Service of Queensland).

### **Workplace Rehabilitation**

Means the process of using the workplace to provide tasks that are specified, controlled, graded and matched to the continuing physical and psychological recovery of an injured Employee.

### **Workplace Rehabilitation Coordinator**

Means a UniSQ Employee designated with the responsibility for coordinating the Workplace Rehabilitation of an Injured Employee, as approved by Workcover Queensland and the requirements of the relevant legislation. Signed case notes will be documented and statistics will be collated and reviewed.

### **Workplace Rehabilitation Plan**

Means a written plan of action allowing for a supervised and graduated (where applicable) return to work by the injured Employee.

#### **Keywords**

Rehabilitation, WH&S, compensation, Workcover

#### **Record No**

13/432PL