

## Please note

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the *Workers Rehabilitation and Compensation Act 1988*, the *Workers Rehabilitation and Compensation Regulations 2011* and any other relevant legislation.

Go to [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

This guide was produced by staff from WorkSafe Tasmania.

We welcome your feedback on this guide. Send to: [workcover@justice.tas.gov.au](mailto:workcover@justice.tas.gov.au)

# Developing and managing an employer injury management policy

This information sheet helps employers develop and manage their Injury Management Policy.

## What is an injury management policy?

An injury management policy reflects an employer's commitment to the principles of injury management and return to work, and forms the basis for your injury management program. Your injury management policy should focus on and address injury management and return to work issues.

## What should an employer include in an injury management policy?

Ideally, your injury management policy should:

- reflect your commitment to the principles of effective injury management and return to work
- for injured/ill workers; that promotes the principles of early reporting, early intervention, injury management and the return to work hierarchy as specified in the Tasmanian Return to Work and Injury Management Model.
- state your commitment to the development and implementation of an injury management program (this may be your insurer's program), which is supplemented by written procedures, readily available in the workplace, identifying the roles, rights and responsibilities of all parties. For more information about injury management programs go to [www.workcover.tas.gov.au](http://www.workcover.tas.gov.au) and look under the insurer's tab include the right of an injured/ill worker to choose their own primary treating medical practitioner and participate in the selection of their accredited workplace rehabilitation provider.
- require return to work plans and injury management plans be developed in consultation with all parties in accordance with the insurer/employer's injury management program approved by the WorkCover Tasmania Board.
- be appropriate to the nature and scale of your organisation, be written so that it is easily understood by employees and capable of being implemented your workplace. The policy should be developed in consultation with, and endorsed by, all workplace parties with provision for input by unions if requested by workers.
- be consistent with the *Workers Rehabilitation and Compensation Act 1988*, other supporting legislation and guidelines and your insurer's injury management policy; the policy should also be consistent with your health and safety policy and other management systems.
- promote continuous improvement and be reviewed regularly (annually) to demonstrate your commitment to the policy and to ensure it remains consistent with the injury management program guidelines.
- be explained to all new workers joining your organisation and be displayed prominently in appropriate locations so your workers can easily read it.