

IRP Injury Management System

Aim of the Injury Management System

Our injury management system ensures that we respond quickly and effectively to injuries in the work place, so that injured employees can remain at work or to assist injured employees towards an accelerated recovery and return to work.

Injury Management Policy

IRP's approach to injury management is set out in the IRP IM flow chart and the IRP injury management policy is available to all IRP employees.

Claims Management Steps

When information that an employee has a First Medical Certificate for a work related injury is received, IRP will provide the employee with a workers' compensation claim form.

When a completed workers' compensation claim form and the First Medical Certificate is received from the injured employee, IRP will send these documents together with the Employers Report Form to the insurer within five (3) working days in accordance with the Workers' Compensation and Injury Management Act 1981.

IRP will include a written statement or directly discuss the employees' compensation claim with the insurer, to provide additional information where necessary or to clarify any issues/ concerns, or request up-to-date information on IRP's responsibilities in relation to the claim.

IRP will maintain close contact with the injured employee and the treating medical practitioner to check on progress and make arrangements for the employee to either remain at work or return to work as soon as medically appropriate.

If it is required, a return to work program will be established in consultation with the injured employee and in accordance with the Act. Where applicable, any subsequent changes to the return to work program will be discussed with the employee and documented in accordance with the treating medical practitioner's guidelines.

Employee Participation

For a workers' compensation claim to be processed, an injured employee should give IRP a completed claim form and First Medical Certificate plus any other medical certificates from the treating medical practitioner.

Injured employees should maintain close contact with IRP to provide information on their progress, and participate in return to work activities. Any issues associated with a claim should be referred to the undersigned, who will endeavor to resolve these issues or, where necessary, refer them to the insurer.

Day-to-Day Management

The person who has day-to-day responsibility for injury management in our organisation is:

Contact Person: Alex Young

Position: Account Manager

Telephone: (08) 9477 7999

Email: alex@irp.net.au

Owner MLOC	Creation Date 15th June, 2010	Version WHS - 2-D	Review Date 16th January, 2023	Page 1 of 1
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