Early Intervention and Workers’ Compensation procedures for injured workers

Get the appropriate treatment:
- First aid officer
- Doctor
- Transportation as required

Notify your immediate workplace that you have had an injury and seek treatment.

Attend the doctor (dentist if required).

Contact the Manager, Employee Assistance (Return to Work and Rehabilitation) and seek advice on Early Intervention or WorkCover options.

Stay in contact with your Supervisor and Senior HR Adviser (Return to Work and Rehabilitation) and keep them informed about your recovery.

Participate in your rehabilitation and return to work process, where required.

Attend medical reviews with your doctor or other specialists, if required.

Rehabilitation completed. Provide feedback to the Senior HR Adviser (Return to Work and Rehabilitation) about how you think your rehabilitation went and the rehabilitation process.

You must:
- Attend rehabilitation appointments (eg. physiotherapy) outside of scheduled work hours.
- Participate in development of suitable duties plans, where this is required.
- Provide new certificates or forms for the workplace given to you by your doctor in a timely manner.

Complete appropriate paperwork as advised, eg:
- Hazard injury report (mandatory)
- WorkCover claim form, if required
- Medical certificate, if required
- Leave application form (where there has been time loss)
- WorkCover claim form