



pathways
southwest

Towards better mental health

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Employee Health Management Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

APPROVAL DATE: January 2015

REVIEW DATE: January 2018

DOCUMENT NUMBER: POL01.11

VERSION: 4

THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Employee Health Management

Policy & Procedure

Policy

This policy ensures that Pathway SouthWest, through a health management process is able to respond to individual employees situations efficiently, so that as a result of health matters employees remain at work or return to work at the earliest appropriate time.

Pathways SouthWest (Inc) is committed to assisting employees to return to work as soon as medically appropriate and will adhere to the requirements of the *Employees' Compensation and Injury Management Act 1981* in the event of a work related injury or illness. (See link http://www.austlii.edu.au/au/legis/wa/consol_act/wcaima1981445/)

Procedure

Pathways SouthWest has a duty of care to ensure that all employees with an identified chronic illness/disability, will have a health management plan to ensure that a high level of services can be provided.

Workers Compensation

When information that a employee has a First Medical Certificate for a work related injury or health issue is received or the employee requests, Pathways SouthWest (Inc) will provide the employee with a employees' compensation claim form.

When a completed employees' compensation claim form and the First Medical Certificate is received from the injured employee, Pathways SouthWest (Inc) will send the documents to the insurance broker/insurer within three working days in accordance with the *Employees' Compensation and Injury Management Act 1981* (the Act).

Pathways SouthWest (Inc) will discuss the employees' compensation claim with the insurance broker/insurer, to clarify any issues or concerns or request up-to-date information on Pathways SouthWest (Inc) responsibilities in relation to the claim.

Return to Work

Pathways SouthWest (Inc) will maintain close contact with the affected employee to check on progress and make arrangements for the employee to remain at work or return to work as soon as medically appropriate. Including modified duties, that are acceptable to the organization.

If it is required, a return to work program will be established in consultation with the affected employee and in accordance with the Act.

Day-to-Day Management

The person who has day-to-day responsibility for injury management is the line manager.