

Summary

Objective

The objective of CARE is to enable all injured employees to return safely to the duties they were performing prior to their injury. This includes both work related and non work related injuries and Illness's.

Owner Kym Fenton

Expert Brianna Irvine

Procedure

1.0 Employee has work related injury.

ALL STAFF

- a** Employee immediately reports the injury to their direct supervisor/Manager or the SHE team.


NOTE What Is a Serious Harm incident?

- b** Supervisor/Manager or SHE Team accompany employee to the appropriate medical provider,with documentation.


 CARE 5A - Position Capacity Requirements.doc

 CARE 5B - Work Capabilities Statement.doc

NOTE Care Forms

 CARE 1 - Incident Report.doc

 CARE 2 - injury & Illness Report.doc

 CARE 4 - Claimant Declaration.doc

- c** Revision of medical certificate by SHE and supervisor/Manager.

- d** If Restrictions are noted on the medical certificate complete individual rehabilitation plan.

 CARE 6 - Individual Rehabilitation Form.doc

- e** Dependent on length of alternative duties required,supervisor/Manager and employee to fill out Weekly return to work Monitoring form.

 CARE 7 - Return to Work Weekly Monitoring Form.doc


- f** Supervisor/Manger check on employee daily to monitor pain.Forms to be handed in and supervisor/Manager to sign off at the end of each week.

2.0 ENOP

ALL STAFF

- a** Early notification of pain is when an employee informs their supervisor/Manager or SHE team they are feeling any pain or discomfort that is not attributed to an actual event.

- b** Employee will be asked to fill out ENOP form.

 CARE 3 - ENOP.doc

- c** Supervisor/Manager or SHE Team and Employee to Manage pain or discomfort for 48 hours to determine if there is a need for the employee to be referred to a medical practitioner or physio to determine the course of treatment.

- d** If Treatment provider recommends alternative duties, refer to rehabilitation process.

3.0 Illnesses

ALL STAFF

- a** If There is an incident where a staff member becomes suddenly Ill or unwell assess them Judging by the circumstances.

- b** If a staff members Illness is a medical event Call an ambulance.

- c** If the Illness is not a medical emergency asses if Staff member is able to take themselves off to their Doctors,If you feel that the Illness is not a medical event but they need to be seen strait away take the staff member to our medical provider strait away.

- d** Fill Out Document Care 2 Form.
-

4.0 Managing an employee returning to work with a non related injury/illness.

ALL STAFF

- a An employee is ready to be rehabilitated back to work.
 - b Determine if the injury/illness is ACC related or Private.
 - c If Injury/illness is ACC related you will need to make contact with Employees Case Manager.
 - d Ask Employee to fill out Care Form 4 For both ACC and non ACC Injury/illnesses.
NOTE why does the claimant need to fill out this document?
 - e ACC will provide an occupational therapist that will come to site and design a rehabilitation programme with the SHE Team, Employee and Manager/Supervisor, Once this has been created the Surgeon/GP will give consent as to when the employee may return to work.
NOTE Consultation
 - f For non Acc related injury /illnesses Ask employee to get their GP to fill out Care form 5B.
NOTE Rehabilitation plan for Non ACC related Injury /illnesses
 - g Dependent on length of alternative duties required, supervisor/Manager and employee to fill out Weekly return to work Monitoring form. Care Form 7.
 - h Supervisor/Manger check on employee daily to monitor pain. Forms to be handed in and supervisor/Manager to sign off at the end of each week.
-