



What is injury management?

It is a workplace managed process to facilitate the quickest and safest return to work after a workplace injury.

The process is based upon the interaction of three key stakeholders:

- ▶ You (the injured worker)
- ▶ Your doctor (treating medical practitioner)
- ▶ Your employer (the local government)

Your workplace has an injury management advisor who can assist you if you sustain an injury.

Your responsibilities

- ▶ You are required to always have a current progress certificate of capacity (from your medical practitioner). Ideally these should not extend for more than four weeks at a time.
- ▶ Inform your workplace of any changes to your medical status during your recovery (e.g., a flare-up of symptoms or a work task that aggravates your injury).
- ▶ If requested to do so by LGIS, attend an independent medical examination, with a reviewing medical practitioner, who will provide a report to LGIS with an overview of your medical situation.

Who are LGIS?

LGIS administers and manages workers compensation claims on behalf of WA local governments.

Who are WorkCover WA?

WorkCover WA is the government agency responsible for overseeing and regulating the workers compensation and injury management scheme in WA.

When an injury occurs

1. Injury



A personal injury caused by accident whilst at the workplace or acting under the employers instructions.

2. On-site first aid



Provide immediate and effective treatment or care to the injured worker and assist with their recovery until more advanced care can be provided.

3. Medical treatment



Local hospital emergency or GP of choice (depending on severity)

4. Report Incident



You should report any work-related injury or illness to your employer as soon as possible.

7. Return to work



Getting back to work after an injury or illness is an important step in your recovery. The most important person in your recovery is you. Actively participating in your rehabilitation and talking regularly to your employer and medical practitioner can help you recover and return to work

6. Liability determination



Your IMA will submit your claim to LGIS who will then determine liability of your claim. If you dispute the decision made by LGIS, you can:

1. Contact LGIS to re-examine the decision
2. Lodge an application with WorkCover WA

5. Claim lodgement



Two documents are required to constitute a workers compensation claim:

1. Workers compensation claim form (obtain from your Injury Management Advisor (IMA)).
2. First certificate of capacity (obtain from the medical practitioner)

Complete the claim form, sign and submit it with the first certificate of capacity to your IMA. Keep a copy of the claim form and certificate for your records.

Your rights

- ▶ You have the right to make a claim for workers compensation for an injury sustained during the course of your employment.
- ▶ You can choose your own treating medical practitioner.
- ▶ If a referral is required to a workplace rehabilitation provider to assist with your return to work, you have the right to choose the provider to work with.
- ▶ You have the right to claim for reasonable expenses related to your claim, (e.g., travel, accommodation and meal expenses).

Helpful information

- ▶ If you have an accepted lost time claim, LGIS will send you an 'Injured Worker Information Pack'.
- ▶ WorkCover WA have an advisory service information line on 1300 794 744 and a website with resources for injured workers <http://www.workcover.wa.gov.au/>.
- ▶ Industrial Foundation for Accident Prevention (IFAP), on behalf of WorkCover WA, conducts regular free information seminars for injured workers. Details about the seminars can be sought from IFAP on (08) 9333 9945.

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The information in this document is of a general nature only and does not constitute legal advice. You should discuss the above information and your particular circumstances with your advisors before making any decisions.