

INJURY MANAGEMENT AND WORKERS COMPENSATION PROCEDURE



OVERVIEW

This procedure outlines the responsibilities, actions, methodologies, and support required to establish a structured and systematic approach to achieving the early, safe, and sustainable return to work of employees following a workplace injury. It is developed in accordance with the Workers Compensation and Injury Management Act 2023 and WorkCover Western Australia injury management guidelines, which require employers to provide effective rehabilitation and injury management for injured workers, and reflects these legal obligations within this procedure.

RESPONSIBILITIES

Managing Director	Ensure resources and compliance with injury management obligations.
Group Corporate Services Manager	Manage injury, claims, and return to work processes.
HSE Team	Provide guidance, oversight, and maintain records.
Supervisors / Managers	Ensure injuries are reported, recorded, and responded to immediately.
First Aiders	Provide initial treatment and escalate as required.
All Workers	Report injuries, follow medical advice, and participate in return to work.

1. GENERAL

Perkins encourages and assists their personnel if injured or unwell, to either remain in the workplace, or when capable, to return to work under the advice of a Medical Practitioner.

The requirements usually include, but are not restricted to:

- Provided it is safe and practicable to do so any injured or ill person is to be returned to work in the shortest possible time.
- If this is not possible, the injured person will be returned to suitable alternative or selected duties that do not jeopardise their welfare.
- All personnel are required to assist the employer in meeting these responsibilities.
- This includes where practicable the requirement to immediately report all injuries to their supervisor.
- Personnel reporting injuries/illnesses must immediately report to their supervisor and the site First Aider for evaluation.

2. IMMEDIATE INJURY MANAGEMENT (PRIMARY CARE)

An appropriately qualified first aid person will treat all injuries and illnesses incurred whilst at work or conducting operational activities.

3. INITIATING SECONDARY CARE

Secondary Care commences when an injured worker requires further assessment and treatment by a health practitioner. Essentially the aim is to return the injured person to their pre-injury duties. The following steps describe the process to follow:

Step 1

The employee supervisor notifies the HSE Team that the worker attends or is likely to attend a medical practitioner/facility. The Injured persons Manager/Supervisor completes a [Medical Letter of Introduction \(Form 906\)](#) and presents to the treating medical practitioner upon arrival.

(Note: If injured worker is a Perkins Employee, the Group Corporate Services Manager is notified and manages the injury management process going forward).

Step 2

The injured worker attends a medical practitioner/facility, accompanied by their Supervisor/Manager where possible, and obtains the diagnosis and treatment, and discusses with the doctor, alternative duties.

The injured worker is entitled to attend a medical practitioner of their own choice, should they prefer this over the practitioner selected by the employer. The employer representative may accompany the employee to the medical appointment and can liaise with the practitioner before or after the consultation however is prohibited from being present whilst a worker is being physically or clinically examined.

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ID: Procedure 90.01.05

Version: 2.0

Last Review date:15/05/2026

Owner: HSEQ

Page 1 of 3



INJURY MANAGEMENT AND WORKERS COMPENSATION PROCEDURE



Step 3

The injured worker receives the 1st medical certificate from the medical practitioner and arranges for all documentation to be forwarded to the HSE Team /Group Corporate Services Manager

Step 4

The HSE Team/Group Corporate Services Manager shall organise for the injured worker, to complete the relevant documentation, which is to be completed and returned within 24 hours.

Step 5

If the injured subcontractor is unable to return to the workplace to complete the relevant documentation, then the HSE Team will make necessary arrangements to have the relevant documentation, delivered to and completed by the injured person as early as practicable.

Step 6 – Perkins employees only

In the event that an injury is sustained by a Perkins employee, the HSE Team will notify the Group Corporate Services manager of the incident upon initial notification immediately by phone and a copy of the [Incident Report \(Form 912/Hammertech\)](#) shall be forwarded upon receipt.

In the event of a serious injury where the injured person cannot complete the relevant documentation the Group Corporate Services Manager will notify the insurer so as alternative arrangements can be made. For further information regarding injury management of Perkins employees please refer to [HR Procedure \(Form 80\)](#).

Step 7 – Perkins employees only

The Group Corporate Services Manager or their delegate will complete all necessary documentation to initiate a claim within the required time frames relating to Perkins employees. Payments of weekly compensation cannot commence until approval has been given by the insurer.

Step 8

The injured person is responsible for forwarding any invoices, Medical Certificates or relevant documentation from the treating medical practitioner to their Supervisor/Manager, until such time as a final medical certificate has been obtained, or the claim is otherwise finalised. The Supervisor/Manager is to forward all paperwork to the HSE Team /Group Corporate Services Manager

Step 9 - Perkins employees only

Upon receiving the appropriate medical certificate indicating the employee can return to work; the Group Corporate Services Manager or their delegate and the employee will complete a Return to Work Program.

NOTE: For further information regarding the injury management of Perkins employees please refer to [HR Procedure \(Form 80\)](#).

4. RETURN TO WORK PROGRAM

Procedure:

In situations where the injured worker has total capacity to return to work and the worker has returned to the position held prior to the injury, a return to work program is not required.

In cases where a worker is able to return to their previous position but there is some restriction to their work capacity, then the medical certificate will record a 'minor restriction that does not impact on the worker's ability to undertake their duties'. In this instance a return-to-work program may consist of recording and following the medical practitioner's direction contained on the medical certificate until the restriction is removed.

When a worker cannot immediately return to their pre-injury duties a return-to-work program is required. A successful return to work program includes:

- Communicating frequently with the injured worker while the worker is off work.
- Providing information to help the treating medical practitioner understand the injured worker's normal duties, the return-to-work program and available alternative duties.
- Involving the injured worker in the development and implementation of the return-to-work program, including allowing the injured worker to provide an assessment of any obstacles in relation to the return-to-work activities that are available.
- Including meaningful and productive alternate duties for injured workers.
- Recognising immediate managers have an important role in providing support and communicating with an injured worker and the rest of the workforce when the worker returns to work.
- Establishing timeframes for upgrading duties and hours in graduated programs. Monitoring an injured worker's return to work progress and work duties throughout the transition back to work. Keeping records of progress.

The Return-to-Work Program including any changes must be described in writing and a copy of the document provided by Perkins Builders to the injured worker and the worker's treating medical practitioner if requested.

A return-to-work program must have a goal that is clear to everyone involved in the program. Examples are:

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Page 2 of 3



INJURY MANAGEMENT AND WORKERS COMPENSATION PROCEDURE



- The worker will return to their pre-injury duties.
- The worker will return to work with the same employer with a suitably modified job role.
- The worker will return to work with the same employer in a new job role.
- The worker will return to work with a new employer in a new job role.

The return-to-work goal may be changed as the return-to-work program progresses, provided reasonable steps are taken to ensure the injured worker agrees to any change and the change is in writing.

Injured workers are to submit medical certificates for any absences from a return-to-work program.

5. RECORDS

Procedure:

The HSE Team and Group Corporate Services Manager will maintain records of each injured worker. This would include:

- A copy of injured workers claims forms.
- Any correspondence with insurance company.
- A copy of all medical certificates & all Return to Work Programs.
- Any documentation related to case.

All documentation is to remain confidential and is to be kept in a file only accessible by the Group Corporate Services Manager or their delegate.

6. COMMUNICATION AND CONSULTATION

Procedure:

Subcontractors - Liaison with medical practitioners for the Return-to-Work Program should be through the HSE Team. This is to ensure that the treating medical practitioner is made fully aware of this procedure) and the availability of alternate/selected duties for injured employees.

Employees - Liaison with medical practitioners for the Return to Work Program should be through the Group Corporate Services Manager or their delegate. This is to ensure that the treating medical practitioner is made fully aware of the Injury Management Procedure and the availability of alternate/selected duties for injured employees.

LINK TO SUPPORTING DOCUMENTS

- [Medical Letter of Introduction \(Form 906\)](#)
- [Incident Report \(Form 912\)](#)
- [HR Procedure \(Form 80\).](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022
- Workers Compensation and Injury Management Act 2023
- Workers Compensation and Injury Management Regulations 2024