



WORKERS' COMPENSATION

1. DEFINITION

Workers' compensation is a statutory compensation scheme that provides payments to workers in the event of a work-related injury, illness or disease. It can cover a range of payments to the worker, including:

- Weekly payments while a worker is unable to work.
- Payment of medical expenses.
- Compensation for pain and suffering.
- Payment of rehabilitation expenses.
- Compensation for permanent impairment or disability.

Entitlement to this compensation is based on the 'no fault principle' which is compensation to the worker when they are unable to work due to a work-related injury, even if their employer committed no wrong.

The aim of workers' compensation is to return injured workers to work in a timely, safe and sustainable manner. Workers' compensation aims to achieve a balance between injured workers returning to work as soon as possible and ensuring workers are fully recovered to avoid aggravating their injuries.

2. POLICY

To provide a safe working environment for archdiocesan workers and to manage and assess risks associated with working for the archdiocese.

To ensure workers and managers are aware of their responsibilities and the correct protocols with respect to reporting accidents/incidents and how to respond expeditiously.

To provide all the necessary support to ensure an early return to work on the part of an injured worker.

3. IMPLEMENTATION

The requisite CCI notification forms for the ACT and NSW will be provided to archdiocesan work sites for workers to complete and return to *Archdiocesan Employment Services (AES)*. AES will then forward a copy of the notification to CCI for action.

3.1 Workers

Workers are required to notify their manager of any injury as soon as practical and complete the requisite accident/incident form (above).

An injured worker is required to participate in a 'return to work plan'. If the worker fails to participate in a 'return to work plan' that has been endorsed by the treating medical practitioner, then workers' compensation benefits may cease and the offer of suitable employment may be withdrawn. Disciplinary action may also occur.

3.2 Priests/Managers Should

- Ensure that the accident/incident form (above) has been completed. A copy of the accident report should be provided to the employee, a copy forwarded to *AES* for insertion in the employee's personnel file and a copy retained in the accident book.
- Inform *AES* and *CCI* of all injuries within forty-eight (48) hours of their occurrence.
- Obtain a workers' compensation medical certificate from the worker.
- Confirm with the worker, in writing, that the forms have been received.
- Notify *Archdiocesan Employment Services*.
- If the worker is ultimately unable to return to the original role, seek alternative duties if at all possible.
- Investigate the incident/injury and ensure the worker receives medical/first aid as soon as possible.

3.3 CCI

CCI will assess the claim and notify both *Archdiocesan Employment Services* and the worker whether the claim has been accepted. *Archdiocesan Employment Services* will liaise with *Archdiocesan Financial Services*. For the first few days of the claim the archdiocese is liable for the associated costs up to the 'excess threshold' which is detailed in the insurance policy.

3.4 Return to Work

It is important that the parish priest/manager monitor and review any 'return to work plan' and the worker's progress. A 'return to work plan' is a written action plan that aims to:

- To keep the injured worker at work, or
- Return the worker to the workplace after an injury.

The 'return to work plan' will document a treatment plan and the type of help that may be offered to the worker, including suitable alternative duties or work environment changes. To this end *CCI* will provide advice and assistance.

