



Injury Management and Workers Compensation Procedure Health & Safety

1 Purpose and Scope

The purpose of this procedure is to outline the process of managing injury and illness in the workplace and assist injured or ill workers to remain at work or return to work as soon and safely as possible, in accordance with medical advice.

This Procedure forms part of the Roy Hill Holdings' Workers' Compensation and Injury Management System, which complies with the *Workers' Compensation and Injury Management Act 1981 and Workers' Compensation Code of Practice (Injury Management) 2005*.

This procedure shall apply to all personnel working for Roy Hill and shall extend to the nominated Roy Hill medical practitioners, rehabilitation providers, workers' compensation insurers and insurance broker.

2 Injury Management Contacts

Roy Hill Injury Management & Health Advisor (IMA)

Chris Barlow

chris.barlow@royhill.com.au

08 6242 1114 or 0437 569 860

Roy Hill Return to Work Coordinator (RTWC) (Mine only)

India Sieber

india.sieber@royhill.com.au

08 9154 2436 or 0448 330 100

3 Injury Management Process

3.1 Entry into Injury Management

A worker may enter the injury management process via the following pathways:

- Injury/Illness sustained while performing work related duties;
- Injury/Illness sustained while on a Roy Hill site but not conducting work related duties;
- An injury outside of work impacts on the worker's ability to perform their full duties; or
- An illness has been identified and impacts on the worker's ability to safely perform his /her full work duties or requires follow-up to assess and monitor treatment of the medical illness.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S		20/09/2018	1 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

3.2 Work Related Injury and Illness

Any injury that occurs at Roy Hill needs to be reported to the leader and the injured worker taken to the site Medic/Nurse within the shift that the injury occurred.

All work-related injuries and illnesses must be reported in INX and investigated according to the requirements in the Roy Hill Incident Non-Conformance and Action Management Procedure.

The site Medic/Nurse/Physiotherapist will assess and review the injured/ill worker and determine the best practice treatment according to their treatment protocols. They will seek guidance from the on-call Dr when required.

The site Medic/Nurse/Physiotherapist/On call Dr in conjunction with the IMA, will determine when to refer the injured/ill person for offsite assessment or further treatment. This includes travel to Newman or Perth or in the case of emergency via RFDS.

Workers with work related injuries/illnesses are required to participate in injury management services which are provided internally by appropriately qualified health professionals. If the worker fails to actively participate in injury management services this needs to be documented in the case notes and raised with the worker's leader and People and Culture (P&C) Advisor to be addressed via the performance management process.

3.2.1 Precautionary Alternate Duties

Precautionary alternate duties may be assigned by the site medic/nurse/physiotherapist following an injury or illness to prevent a more serious condition from developing.

3.2.2 Contractor Injury Management

Roy Hill expects all companies contracted to Roy Hill to comply this procedure, relevant legislations and provide a system for the management of injuries. Any disciplinary action arising out of a breach of this procedure by a person other than a Roy Hill worker will be the responsibility of the contractor or their employer but Roy Hill may deny access to site to a contractor or their worker at its discretion.

3.2.3 Non-Work Related Injury and Illness

Any injury or illness that occurs on-site and is not directly attributable to work activities or a specific workplace is considered non-work related. All non-work injuries and illnesses must be reported and will be managed as per work-related injuries while on-site. Once the worker has flown off-site, unless the injury is potentially compensable, it will be managed as per the Fitness for Work Cases referenced below in Section 5.

3.3 Workers Compensation Process

The treating doctor will assess the injured/ill worker and completes a Workers Compensation First Medical Certificate.

The IMA contacts the injured/ill worker, to determine if they would like to make a claim for Workers Compensation.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	2 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

If the injured/ill worker declines to make a claim the Preference Not to Claim Form shall be completed and returned to the IMA.

If the injured/ill worker would like to make a claim the following forms shall be completed and returned to the IMA;

- CGU 2B workers' compensation claim form,
- Authority to obtain - Release Information Consent Form
- Employee Statement

Within receipt of the above forms the IMA will then complete the CGU Employer report form and submit with any witness statements and 12 months of the worker's payslips to the insurer for processing. The IMA has 5 working days to submit these documents to CGU.

3.3.1 Assessment of the Claim

The assessment of the claim and determination of liability is conducted by the insurer - CGU. The insurer assesses the claim documentation and advises the employer and the injured worker of the decision in writing, within 14 days of receiving the claim. This advice indicates whether a claim is accepted or disputed, or if they need further time to make a determination (pending).

The Employer is liable to pay compensation if:

- A personal injury by accident arising out of or during employment, or while acting under the employer's instructions;
- A disabling industrial disease;
- A disease contracted during their employment, where the employment was a contributing factor and contributed to a significant degree; and
- The recurrence, aggravation, or acceleration of any pre-existing disease where the employment contributed to a significant degree.

The Employer is not liable to pay compensation if:

- Proven to be a result of an act of serious & wilful misconduct;
- Voluntary consumption of alcoholic liquor or of a drug off addiction, or both, which impairs the proper functioning of his or her faculties;
- Failure, without reasonable excuse, proof of which is on him, to use protective equipment, clothing, or accessories provided by his or her employer for the worker's use; or
- Other serious and wilful misconduct;
- During a journey to or from place of residence and place of work;

CGU has 14 days to assess the claim and can either accept, dispute or pend the claim.

- If accepted – the injured/ill worker will be managed under the guidance of the RH health professionals and a return to work plan until the worker returns to full duties and the case is finalised by CGU. Any worker's compensation entitlements commence.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	3 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

- If disputed – the injured/ill worker will be managed as a fitness for work case until the worker returns to full duties. The worker has the right to contact CGU to re-examine their decision. If the worker is not satisfied with the outcome of the review they should contact WorkCover WA to discuss their options.
- If pending – the insurer, requires more information until they decide to accept or dispute the claim.

Medical expenses – The injured worker is responsible for covering the costs of medical treatment for their injury until a decision on liability is made by the insurer. It is important that the worker keeps all payment receipts during this time. These costs will be reimbursed by the insurer if the worker's claim is accepted.

Leave – If the worker has time off work and their claim has not been accepted, they are required to enter personal leave until the claim is accepted. The leave will then be reimbursed.

CGU will send a letter to the IMA and the injured worker advising of their decision on liability and will include a claim number if accepted.

Refer to Appendix 2.

3.3.2 Workers Compensation Medical Assessments

The treating medical practitioner will issue a Workers Compensation Medical Certificate if they determine the injury or illness is related to work.

There are three types of certificate;

- First – issued by the first medical practitioner to assess the injured/ill worker. The treating practitioner may indicate on the certificate that this is a first and final certificate.
- Progress – issued by the medical practitioner at each subsequent assessment
- Final – issued when the injured/ill worker has returned to full duties and no further treatment is required.

The treating practitioner will indicate either of the following on each certificate;

- Certified fit to return to pre-injury duties, no further treatment required – The worker is fit to return to work on full duties.
- Certified fit to return to pre-injury duties, but requires further treatment – The worker, is fit to return to work on full duties and will require further treatment.
- Certified fit for restricted return to work – The worker will return to work on restricted hours, days and/or duties. The IMA or RTWC will develop a RTWP documenting the restrictions in place.
- Certified totally unfit for work – The worker is unable to attend the workplace until they are deemed medically fit to participate.

3.3.3 Return to Work Program

The creation of a return to work program (RTWP) is a legislative requirement used to communicate details of work restrictions, suitable work duties, review dates and timeframes to key parties. Key parties who are involved in the development of return to work programs are:

- Worker
- Leader

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	4 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

- Injury Management and Health Advisor
- Return to Work Coordinator (mine only)
- Treating practitioner

A RTWP is developed when the treating medical practitioner advises in writing that a RTWP should be established and completes a worker's compensation medical certificate indicating that the worker has partial capacity to return to work.

RTWPs shall comply with the current medical restrictions and suitable duties as assessed by the treating doctor. The treating practitioner can determine suitable restrictions from the Job role profile (JRP) specific to the workers role.

The RTWP is updated by the IMA or RTWC after each medical review or change in capacity. All parties shall have input and agree to the conditions of the RTWP.

The goal of a return to work program within the injury management system is for the injured worker to return to their pre-injury/illness duties.

Return to work program goals shall be developed according to the return to work hierarchy and all reasonable efforts made to assist the worker to return to their pre-injury / illness role.

Other options shall only be considered once it has been medically determined that the worker is unable to return to their original position. For compensable cases, Section 84AA of the Workers Compensation and Rehabilitation Act applies; where reasonably practicable to do so, a worker's position shall be kept open for a period of 12 months following the date they become entitled to weekly payments.

Where ongoing or permanent medical restrictions preclude the worker from returning to their original position, it may be appropriate to pursue an alternative position or seek redeployment with a new employer.

The return to work program goals hierarchy is as follows:

- Same Employer/ Same Job
- Same Employer/ Modified Job - Where a medical professional has indicated that the worker will require permanent restrictions which preclude them from returning to their full duties, the IMA shall discuss the restrictions and work capacity with the Department Manager and P&C Advisor. The Department Manager shall determine whether the worker's restrictions can be accommodated on a long-term basis. Where permanent restrictions can be accommodated, the P&C Advisor shall document formal changes to the worker's contract if its warranted.
- Same Employer/ New Job - Where the worker's permanent restrictions are unable to be accommodated in their employed position, the P&C Advisor and the IMA shall evaluate the possibility of alternate roles within the company that match the restrictions, skills and aptitude of the worker. Any roles that are agreed on will be assessed against the current vacancies in the business. Where an alternate position is found, the P&C Advisor will discuss this with the Department Manager to determine whether they are willing to accept the worker into the vacant position. If agreed to, HR will complete formal documentation on the change to the worker's employed position.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	5 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

- New Employer/ New Job - Where an alternate position is not available, redeployment to another job external to the business may be considered or termination from the company in accordance with the site policy for incapacity.

If workers are unable to return to their pre-injury position permanently or in the short to medium term, a work trial may be required. The work trial may be sourced within another department within RH or with a new employer (host employer), outside of RH, this would be referred to an external Approved Vocational Rehabilitation Provider (AVRP) and shall be approved by the treating medical practitioner prior to a work trial commencing.

The purpose of the work trial is;

- To assess a worker's capacity and aptitude for a new type of work;
- To gain skills and enhance employability in a new area of work; and
- For work conditioning purposes (if a graduated return to work program in the original job is not possible)

3.3.4 Injured Workers Refusal to participate in a RTW Program

In the event a worker is required to participate in a Return to Work Program but refuses or fails to do so, the RTWC shall notify IMA, who will liaise with the Insurer. Section 72B (1) of the Act states that a worker's entitlements to compensation may be suspended by order of an arbitrator if the worker being required by an arbitrator under section 156B (2) to participate, refuses or fails to do so.

3.3.5 Absences from a Return to Work Program

If the injured worker requests to take personal leave while participating in a RTWP they must discuss this with their leader and submit a leave request through the SAP. The Insurer will engage with the worker to complete the Workers Compensation Payment Waiver Form.

Injured workers shall submit medical certificates to the IMA for any unplanned absences from a RTWP (e.g. sick leave). The leader shall update SAP to reflect this change.

If restrictions are in place under the RTWP, the injured/ill worker shall continue to follow all restrictions when on leave.

3.3.6 Retention of the workers position

Employers must keep an injured worker's position available (where reasonably practicable) for 12 months from the day the worker is entitled to receive weekly payments.

If the injured worker attains partial or total capacity to work during this time, the employer must provide their original position (where reasonably practicable), or another position for which the worker is qualified and capable of performing. This position should be the most comparable in status and pay to their original position.

During the 12-month period, if the employer intends to dismiss the injured worker, 28 days' notice of that intention must be given to the worker and to WorkCover WA by completing the WorkCover WA Notice of intention to dismiss a worker.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	6 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

3.3.7 Disputes

If you wish to dispute any decision made by CGU in relation to your claim – this should be done through the Workcover Dispute Resolution Process.

4 Workers' Compensation Payments Management

4.1.3 Compensation Wages

Roy Hill pays wages associated with a worker's compensation claim via the normal payroll system and shall make these payments, as per the usual pay schedule, once the insurer has accepted liability for the claim.

While awaiting a liability decision workers can be paid for the hours they work, at their normal rate of pay. If the worker is off work (unfit) they can use their annual leave and/or sick leave entitlements (to be reimbursed only if the liability is accepted by the insurer).

4.1.4 Calculation of Weekly Compensation Rates

Weekly compensation rates are based on the "weekly earning" as defined in the act. The insurer calculates the rates of pay for the compensable case and confirms via written correspondence with a letter of acceptance. Compensation shall not be paid by the company until approval and the weekly rate are provided by the insurer in writing.

Variations to the Workers' Compensation payments may vary after 13 weeks of incapacity or if the worker is under an industrial award or not as instructed by the insurer in writing. All compensation payments are to be made in accordance with the insurer's instructions.

4.1.5 Reimbursement of Wages

The CGU Workers Compensation Reimbursement Invoice shall be completed by the IMA monthly for any cases which result in a lost time injury or restricted duties, where the worker is unable to conduct reasonable duties e.g. a truck driving working at the ROC or working onsite and unable to operate a truck.

The IMA shall request information from payroll to complete the form and when completed submit to CGU.

The IMA shall track the number of days requiring reimbursements in the Injury Management spreadsheet.

CGU will review and provide reimbursement of wages to Roy Hill.

4.1.6 Expenses

- Travel costs - injured workers can claim the reasonable cost of travelling to and from medical and associated appointments. The worker shall complete the CGU Workers' Compensation Travel Reimbursement Form and send to their CGU claim manager.
- Medical expenses – such as ambulance's, RFDS, medications, medical or surgical attendance, treatment by specialists, other prior approved treatments can be reimbursed by sending the payment receipts to the CGU claim manager.

The insurer will only pay the rates set by WorkCover WA for travel, board and lodging expenses.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	7 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

The amount the injured worker can receive to cover medical expenses over the life of the claim is limited. The insurer will notify the injured worker when 60% of the maximum amount has been reached.

5 Fitness for Work Cases

Roy Hill has a duty of care to ensure that all individuals are fit for work whilst on its sites or undertaking activities on Roy Hill's behalf. Roy Hill reserves the right to remove any worker from the workplace if they have concerns regarding their fitness for work.

Being fit for work means that an individual is in a physical, mental, and emotional state that enables them to perform assigned tasks competently. Tasks must be completed in a manner that does not compromise or threaten the safety or health of themselves or others.

An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues. Final determination of fitness for work shall be based on the assessment the appropriate health professionals.

Any worker who has sustained an off-site injury or has a non-work related medical condition with the potential to affect their ability to safely perform their full work duties shall notify their leader. The leader shall then contact the injury management advisor to advise of the worker's injury or illness.

If further medical advice is required, the worker will be asked to consult with his or her own treating doctor for a review and requested to provide a medical clearance before returning to site. This shall be at the worker's expense.

If a worker is unable to return to their full normal duties following an injury sustained off-site, a medical certificate must be provided outlining any appropriate restrictions on the worker's role. Restrictions for injuries sustained off-site are not generally accommodated. If a Leader wishes to accommodate the restrictions they should discuss this with the IMA. Each case will be assessed separately based on its merits. The IMA will assist the worker who sustains an injury off-site to return to work in a timely and safe manner.

Where there are concerns regarding the safety of providing restricted duties, or the safety of the worker to conduct their full job role, the IMA may arrange for the worker to be reviewed by the Roy Hill recommended occupational physician or suitable medical provider to confirm their fitness for work (refer Appendix 3). If this is during the rostered work schedule the worker will be required to use their leave entitlements until capacity can be determined. The cost of this appointment will be that of Roy Hill, however any further assessments, imaging or testing shall be at the cost of the worker.

Workers who are onsite with reported off-site injuries/illnesses may be provided with injury management and rehabilitation services internally by appropriately qualified health professionals. Any external treatment shall be the financial responsibility of the worker. If the worker fails to actively participate in injury management services this needs to be documented in the case notes and raised with the worker's leader and HR to be addressed via the performance management process. Workers are not permitted to return to site without reporting any injury / illness that will impact on their fitness for work – injury management and rehabilitation services are not available in this instance and the worker should be flown off-site until a medical clearance has been obtained.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	8 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

6 Case Management Reviews

- Regular case reviews – Are conducted with the IMA, Health and Hygiene Specialist , HR and other relevant personnel. Items to be included in the meeting are current managed Workers Compensation and Fitness for work cases, Income protection claims and workers with high levels of absenteeism with concerns regarding their ongoing fitness for work.
- Quarterly claims reviews - Are conducted with the IMA, Health and Hygiene Specialist, CGU Case Manager, Marsh consultant and the Regional Health and Safety Manager. The purpose of these reviews is to ensure strategic progression of cases and facilitate timely and effective injury and claims management.

The frequency of contact with key parties for monitoring purposes shall be determined by the worker’s progress, the seriousness of the injury/illness and the frequency of medical reviews.

At certain times during the longer term or complex cases the IMA shall conduct formal case reviews with the worker and key parties. The requirement will depend on the complexity of the case, the worker’s progress over the 12-month term, identified barriers in returning to work, changes in rehabilitation goals and statutory requirements.

7 Reporting Requirements

All injuries reported on site shall be reported in INX as a work or non-work-related injury and managed per the RH Incident, Non-conformance and Action Management Procedure.

Classifications are made according the injury definitions specified in the same document. Each injury will be classified by the Regional Health and Safety Manager in association with the Department Manager, H&S Superintendent, Health and Hygiene Specialist and IMA.

The reported injury classifications form part of the monthly reporting and external SRS reporting.

8 Education

Awareness is provided to the general workforce regarding injury management and fitness for work through the induction process or via accessing the iCare Health and Hygiene Information page.

Education/Awareness sessions are provided to leaders through a specific Injury Management training presentation.

Leaders can arrange one-on-one assistance and coaching with the Injury Management Advisor as relevant to specific cases/needs.

9 Information Management

The information collected through the Injury Management Process is private and confidential. Roy Hill will ensure all personal information shall be maintained in line with Australian privacy legislation. This is detailed in reference in the Injury Management – Authority to obtain/release personal data form.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	9 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

All appropriate records and results shall be maintained by authorised Health Professional's. Information shall be maintained in a secure database that is accessible only by the authorised Health Professional(s).

Results will be kept confidential and will not be discussed or shared without written permission by the worker unless necessary to do so to assist management of an individual's fitness for work.

Individual workers will have access to their own records on request. The IMA will maintain thorough, legible, up to date notes on all matters pertaining to worker's injury management.

The Roy Hill IMA shall keep an injury management register documenting outstanding injury management cases including diagnosis, treatment progress, restrictions, or other information as requested. Access to the spreadsheet is via password and limited to the RH IMA and Health & Hygiene Specialist.

10 Accountabilities

Role	Responsibility	Accountability
Injured Worker	Adherence and Participation	<ul style="list-style-type: none"> • Shall comply with all requirements of this procedure; • Shall report all work-related injuries or illnesses within the shift to leader; • Shall report all non-work-related injuries or illnesses that impact on your ability to safely perform all of your work tasks to your leader; • Shall actively participate in all required rehabilitation activities; • Shall adhere to all restricted / return to work plans; • Shall provide current medical certificates to their leader and injury management • Presenting all documentation relevant to the injury and return to work (e.g.: medical certificates, claim forms) to the IMA • Cooperate with the IMA and Site RTWC with all reasonable requests in relation to the management and support of their medical case
Injury management Advisor	Facilitate injury management, treatment and rehabilitation. Communicate and advise	<ul style="list-style-type: none"> • Shall once notified of an injury act promptly to determine severity and management. • Notify relevant personnel in a timely manner; refer for medical assessment and treatment as required. • Shall provide the worker with a 2B worker's compensation claim form for all work-related injuries; • Shall maintain confidentiality and obtain consent forms for all external parties involved in the rehabilitation; • Shall initiate and maintain regular contact with the workers, leader; and the insurer; • Shall liaise with all medical personnel involved in the workers rehabilitation; • Shall initiate and update return to work plans including liaison and sign off by all required parties. • Shall provide copies of the return to work programs to the worker and treating doctor; • Shall maintain confidential case notes; • Shall initiate the classification document for review by the H&S Manager.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	10 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

Role	Responsibility	Accountability
		<ul style="list-style-type: none"> Provide the insurer with regular and consistent workers' compensation reimbursement requests
Leader/Line Managers	Adherence	<ul style="list-style-type: none"> Escort worker to area where medical treatment / assessment is provided. Shall enter all relevant details of a work-related injury into INX; Ensure the worker works within the restricted /return to work plan; Participate in the creation of the restricted / return to work plan by identifying meaningful tasks; Liaise with IMA regarding issues related to injury management; Shall address non-participation in injury management activities through the performance management process; Shall notify IMA & HR of any absence from work; The leader / line manager is to maintain contact with the injured worker to reinforce commitment to facilitating a successful injury management and RTWP; Shall identify workers who may not meet the physical requirements of the role.
Manager	Adherence	<ul style="list-style-type: none"> Maintain awareness on any work related or non-work-related injuries or illnesses within your department; Ensure departmental compliance with this procedure; Participation in the injury classification process
People and Culture Advisor	Facilitate/Adherence	<ul style="list-style-type: none"> Shall assist leader to address non-participation in injury management activities through the performance management process; Shall complete relevant documentation pertaining changes to position description and condition of employment to reflect abilities; Shall search for suitable alternate duties within the business and documentation change of position / conditions as required; Shall undertake termination for medical reasons if required.
Payroll	Adherence	Provide the IMA with the worker's wage history upon lodgement of a claim and when requested.
H&S Superintendent	Facilitate/Adherence	Participation in the injury classification process
Site Physiotherapist/Return to Work Coordinator	Facilitate injury management, treatment and rehabilitation.	<ul style="list-style-type: none"> To treat the injured worker in a timely manner; To advise the IMA with regular treatment updates; Shall liaise with medical personnel involved in rehabilitation efforts for updates; Shall initiate and update all restricted / return to work plans including liaison and sign off by all required parties; Shall provide copies of the return to work programs to the worker and IMA; Shall maintain confidential case notes.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	11 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

11 Abbreviations and Definitions

Abbreviation	Definition
Act	The Workers' Compensation and Rehabilitation Act
AVRP	Approved Vocational Rehabilitation Provider.
Company	Refers to Roy Hill Holdings Pty Ltd, Roy Hill Infrastructure Pty Ltd and Roy Hill Iron Ore Pty Ltd
Company Occupational Physician (COP)	A specialised medical practitioner whom RH identify as a preferred provider engaged to provide the business with medical advice.
Contractor	A company/person undertaking work on a contract basis to Roy Hill and who is not a Roy Hill worker.
Doctor	A medical practitioner who has examined the worker.
Employer	Roy Hill
FIFO	Fly in fly out – refers to workers who are not residential based.
Illness	Any illness or disease that has been contracted during employment.
Injury	Any injury or exacerbation of a preexisting injury that occurs during a person's employment.
Injury Management Advisor	Tertiary qualified health professional employed by RH to manage injuries and facilitate rehabilitation to achieve the optimum outcome for the worker and employer
Insurer	CGU – Policy Number 0/1:2:1: 5:0:4:3
INX	Roy Hill Event Reporting System
Job Role Profile	A description of the duties, work environment, physical & psychological requirements of a role. Utilised by the treating practitioner to determine suitable duties.
Key parties	The key parties in injury management are the employer, treating medical practitioner, insurer and injured worker.
Modified duties	A worker's usual duties modified to eliminate those tasks which may aggravate the injury, illness or disability.
Precautionary Alternative duties (PAD)	A precautionary measure to eliminate those tasks which have the potential to aggravate the injury or illness as indicated by a site based health practitioner.
Restricted duties	Medically determined work restrictions used to determine tasks the injured worker must not perform to prevent exacerbation of symptoms and facilitate their recovery. Indicated by a Medical practitioner on a medical certificate.
Return to Work Coordinator (RTWC)	Appointed person who ensures the return to work plan is upheld in the work place.
Return to work program (RTWP)	A structured and graduated program that details how an injured worker will be assisted to return to work. It should communicate details such as the nature of injury, goal of the program, medical restrictions, suitable duties, hours of work / break schedule, and review dates. It is developed in consultation with and signed by key parties based on medical restrictions.
RH	Roy Hill

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	12 of 16

Injury Management and Workers Compensation Procedure

Health & Safety

Abbreviation	Definition
SRS	The database used by Department of Mines Industry Regulation and Safety which collects data from mining injury reports and monthly statistics reports.
Treatment Provider	The contractor/worker engaged by RHH to provide 24/7 medical care at a site level.
Work Related Injury	The definitions of “work related injury / illness” and “non-work-related injury / illness” discussed in this document apply only to injury classification for the purposes of RHH statistics only and do not reflect compensability.
WorkCover WA	The Government body responsible for monitoring and implementing Workers’ Compensation and Rehabilitation legislation in Western Australia.
Worker	The injured or ill worker.

12 References

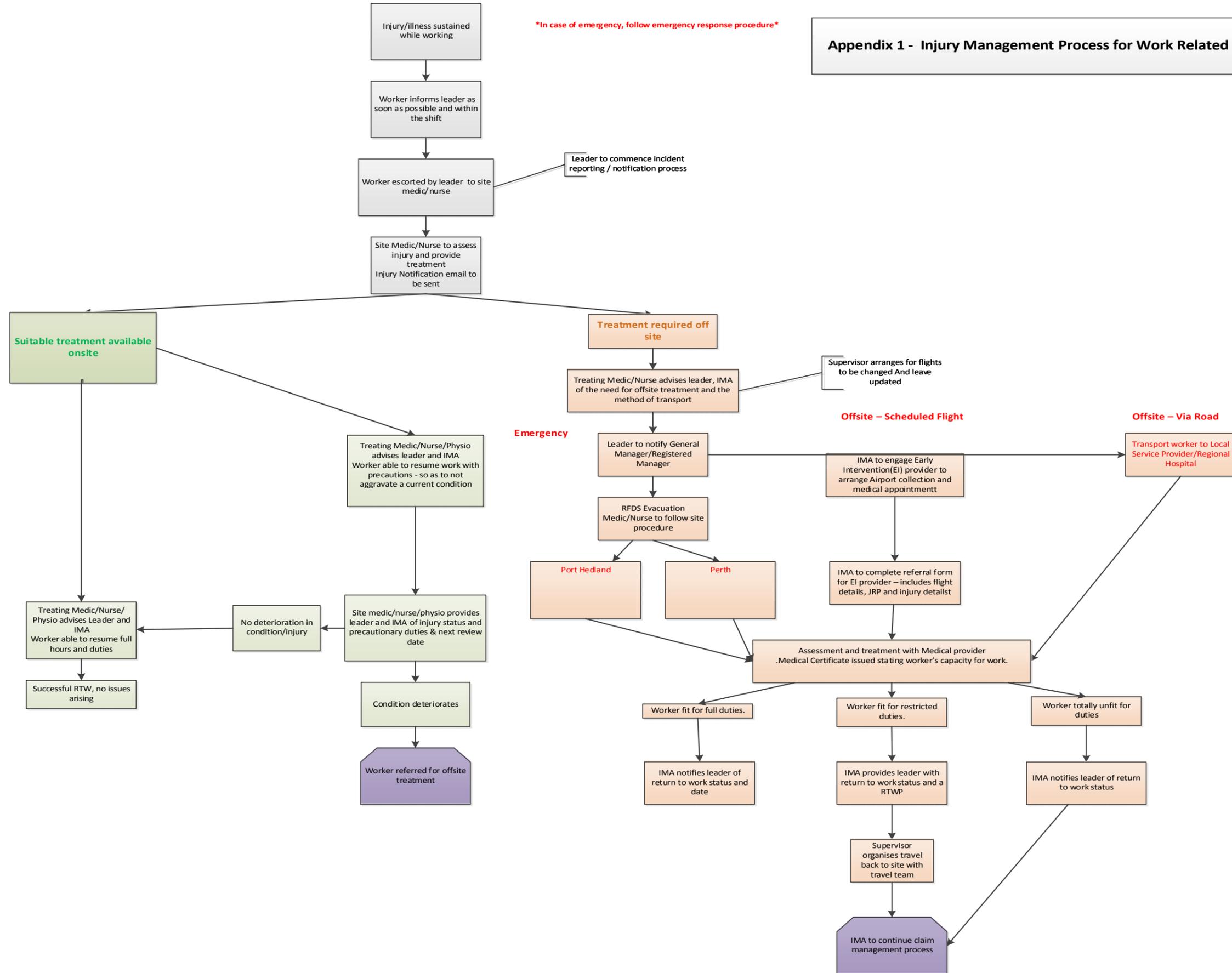
Document number	Title
	Workers Compensation and Injury Management Act 1981
	Workers’ Compensation Code of Practice (Injury Management) 2005
	Mines Safety Inspection Act 1994 (WA)
	Mines Safety Inspection and Regulations 1995 (WA)
	CGU 2B Workers Compensation Claim Form
	CGU Employers Report Form
OP-FRM-00262	Injury Notification Form
OP-FRM-00263	Authority to obtain - Release Information Consent Form
OP-FRM-00264	Employee Statement Form
OP-FRM-00265	Preference Not to Claim form
OP-FRM-00268	Workers Compensation Payment Waiver
OP-PRO-00477	Fitness for work Procedure
OP-PRO-00702	Incident, Non-Conformance and Action Management Procedure

13 Appendices

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	13 of 16

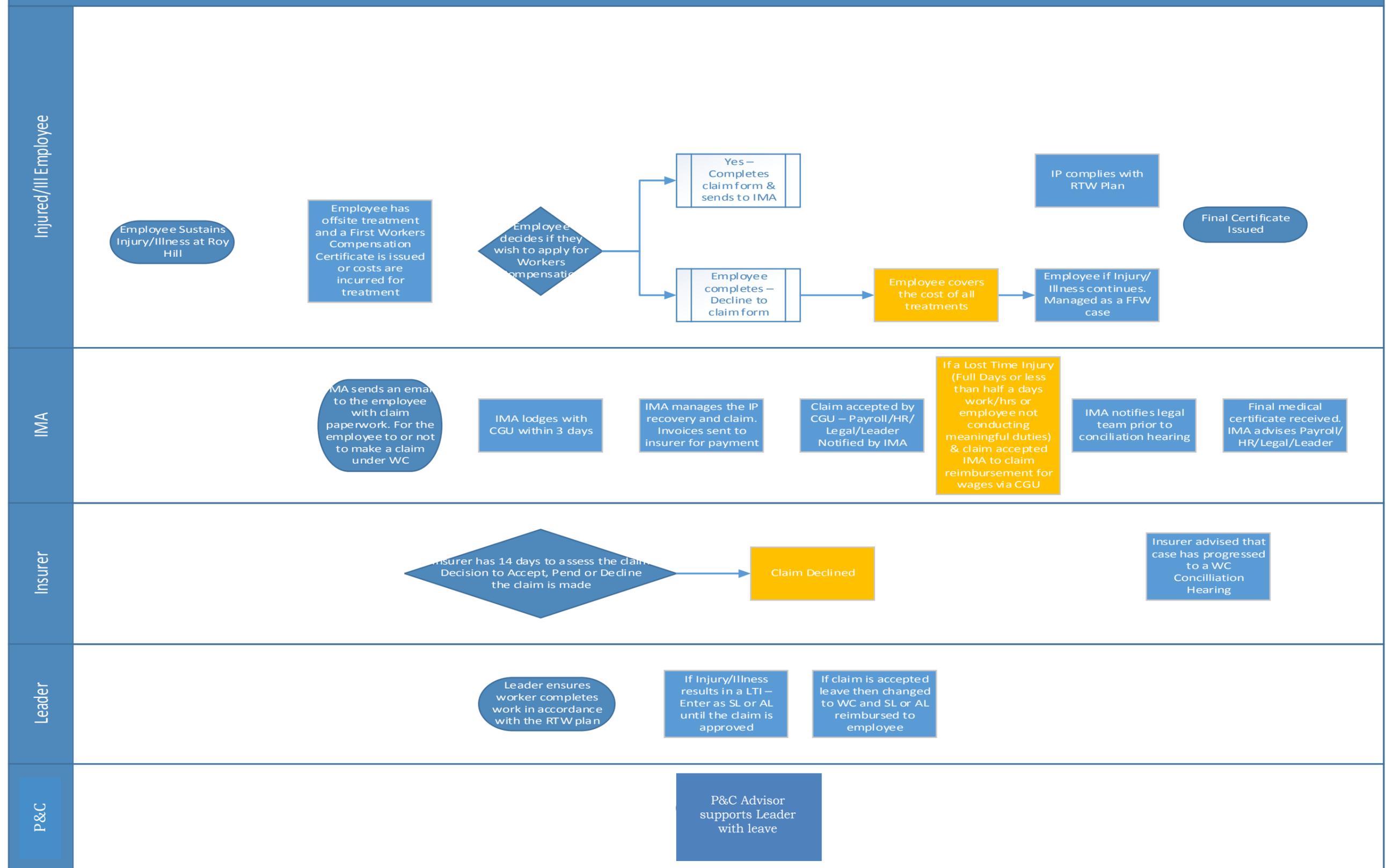
Appendix 1 - Injury Management Process for Work Related Injuries/Illnesses



THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	14 of 16

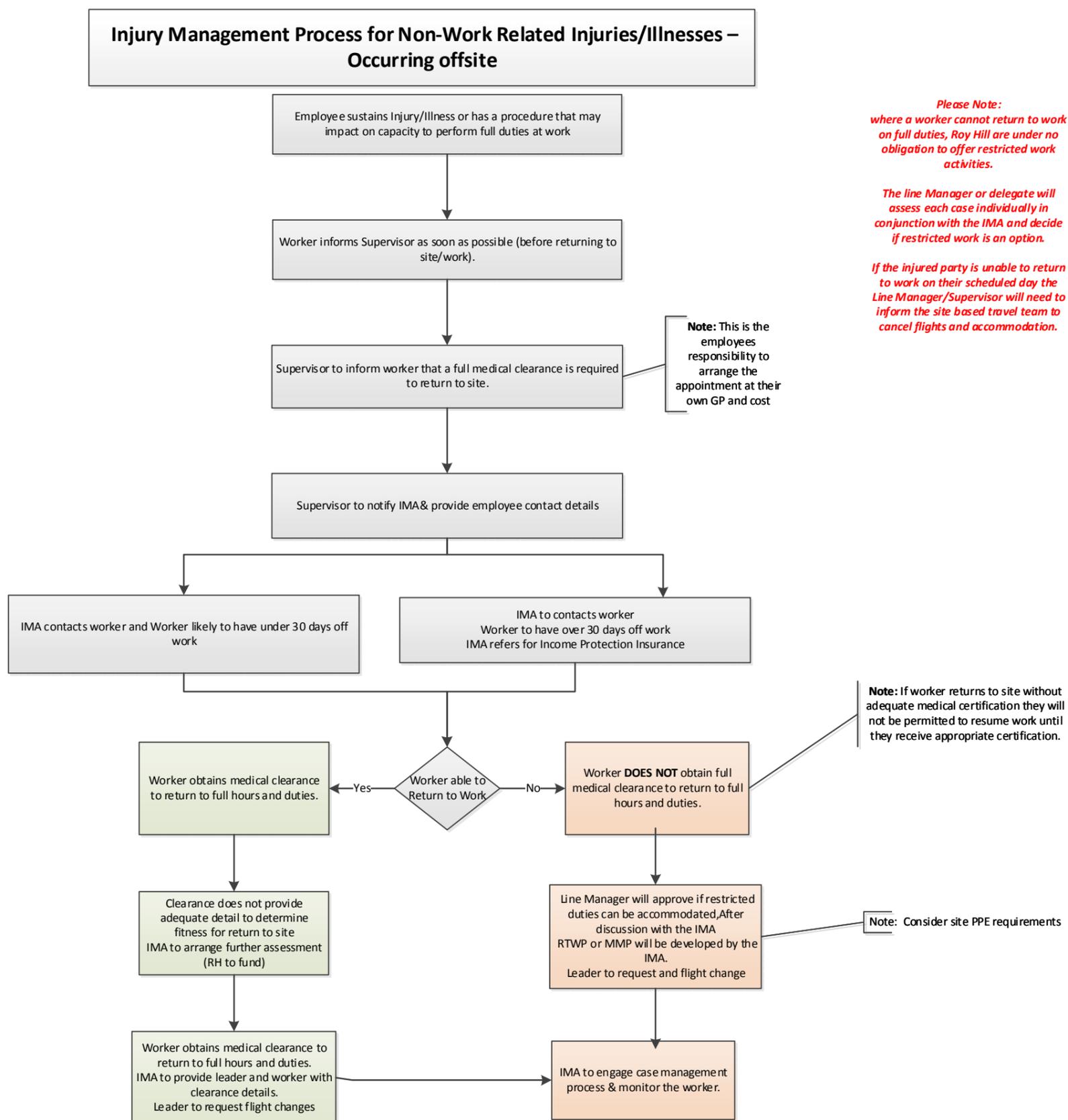
Appendix 2 - Workers Compensation Claim Process



THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	15 of 16

Appendix 3 – Injury Management Process for Non Work-Related Injuries/Illness



THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
5	OP-PRO-00464	C Barlow	Manager Regional H&S	20/09/2018	16 of 16