

STANDARD CONDITIONS OF WORKERS' COMPENSATION AND REHABILITATION PROGRAMS FOR INJURED WORKERS

Your First Visit to the Doctor

It is important when you visit the Doctor that you advise them Griffith University has a rehabilitation program. This program is managed by the Injury Management team and may include:

- Advice regarding recovery from injury/illness and entitlements;
- Modified duties (slight change to your normal duties);
- Alternate duties (if you are not able to perform any of your normal duties – this is rare); and/or
- Reduced hours if you are not able to manage a full day for a short period of time.

Claiming Workers' Compensation

If your Doctor determines that your injury/illness may be work-related, they should provide you with a **Workers' Compensation Medical Certificate** at the time of your first consultation. You will not be able to claim workers' compensation without this medical certificate.

In some circumstances, your Doctor may lodge a workers' compensation claim directly to WorkCover Qld on your behalf. Lodgement of your claim by your Doctor does not guarantee the claim will be accepted by WorkCover Qld.

Once you have received a medical certificate from your Doctor, you should contact the Injury Management team (details provided above). They will provide you with the other forms required for workers' compensation and will assist you with your rehabilitation.

Absences

If you are absent from work due to your injury/illness you must consult your treating Doctor on the day to obtain a total incapacity medical certificate. WorkCover Qld will not cover you without this medical certificate and will not accept backdated certificates. You should also notify your supervisor and Injury Management Adviser on the day you are absent.

Payment of Wages

If you are absent from work due to your injury or illness, please ensure leave is entered into the Portal to cover your lost time. You are permitted to use sick leave but must seek approval from your supervisor to use recreation leave or long-service leave. If you have no leave available and you are off work, you will not be paid until your claim is accepted by WorkCover Qld.

Duties

The duties which are specified in your Suitable Duties Program (SDP) are formulated in consultation with the major parties involved in your rehabilitation. The duties have been discussed with and approved by your Doctor. If you have any concerns with your selected duties please discuss these with your supervisor and Injury Management Adviser.

It is most important that you perform only those duties which are specified in your SDP. If you are asked to perform duties other than those contained in your program you should remind the person giving the instruction of the limitations under which you are working. If this does not resolve the issue refer immediately to the Injury Management Adviser.