

WHS AND INJURY MANAGEMENT INCIDENT/ACCIDENT/NEAR MISS RESPONSE FLOW CHART

ENSURE SAFETY OF ALL PERSONNEL

- Injured worker to be managed e.g. 1st Aid, Medical treatment

IN AN EMERGENCY CALL - 000

- Request Service e.g. police, fire, ambulance
- Provide details of situation
- Give specific location including the State

NOTIFY SITE MANAGER

- Commence and manage investigation
- Manager to contact their OHS Coordinator
- Implement controls to ensure safety

IN ALL CIRCUMSTANCES COMPLETE

INCIDENT / ACCIDENT / NEAR MISS REPORT

- Enter incident into database
- If assistance required contact CSHWSA (8210 9342)
- Conduct investigation

Work Health & Safety

IF AN INJURY/ILLNESS HAS OCCURRED

- Obtain a Work Cover Medical (WMC) certificate from doctor (old PMC)
- Report injury to Manager within 24hrs
- Manager or Contact Person to notify Rehabilitation Return to Work Co-ordinator (RRTWC) and Catholic Church Insurance (CCI)

Injury Management

- Injured worker or Manager completes Claim for Compensation Form
- Manager to complete a CCI Employer Report Form

Manager **MUST** obtain and forward all the following documents together, to CCI within **3 working days**:

- Incident/Accident/Near Miss Form
- Claim for Compensation form
- Workcover Medical Certificate
- Employer Report form

To: CCI within 3 working days by Email, Fax or Post:
saworkerscompclaims@ccinsurance.com.au
 Ph: 8236 5400 Fax: 8236 5475
 Catholic Church Insurance Ltd
 L2 45 Wakefield St Adelaide SA 5000

- Manager to liaise with CCI and/or RRTWC and Rehabilitation provider
- Provide and support a safe return to work