

Managing Workplace Injuries - Manager's Handout

Introduction

As an Accredited Employer, line managers and supervisors are actively involved in the return to work and oversight of injured employees. There are minimum activities that managers and supervisors must participate in and carry out to maintain our accreditation. This factsheet provides a reminder to managers and supervisors of some of key responsibilities.

Code of Rights

There is a code of rights that outlines how managers and supervisors need to communicate and interact with injured employees, showing respect for their privacy, values, beliefs and culture. Managers and supervisors need to be aware of the code. Follow this link to see the Code of Claimants Rights: www.acc.co.nz/privacy/rights-and-responsibilities

Return to work

The company rehabilitation policy requires that managers and supervisors support an early and safe return to work. Wherever possible managers and supervisors need to accommodate and offer safe alternative duties and identify and manage any new hazards that might result from having an employee rehabilitating in the workplace. Where an Occupational Therapist is engaged to help design a return to work plan, it is important that managers and supervisors engage in the planning process.

Managers and supervisors will need to ensure other employees are aware of any restrictions that apply to an injured worker on restricted duties, so they are adequately supported in their return to work.

Regular Catch-ups

When an employee is rehabilitating in the workplace managers and supervisors need to have regular (weekly) catch-ups with them and document any progress, issues or new hazards. This information needs to be shared with Wellnz and held on the ACC claim file. When an employee is fully unfit for work, managers and supervisors need to check in with them at least monthly. A Wellnz Case Manager will send through a monitoring form.

Rehabilitation Plan

Some injured employees will require a formal rehabilitation plan to map out their recovery and return to work. This will be prepared and facilitated by the Wellnz Case Manager. As a manager/supervisor you will need to participate and contribute to these rehabilitation meetings. Don't be afraid to ask the Wellnz Case Manager any questions or advice. Part of their role is to guide and support managers and supervisors as well as injured employees.

Rehabilitation Plans are legally binding agreements and must be signed by all those who participate in their development. Injured employees should be encouraged to have a support person with them, and they too should sign the plan if present. Rehabilitation Plans must be developed within specified timeframes, so managers and supervisors may need to prioritise attendance at rehabilitation meetings to meet these requirements.

Questions/Concerns

If you have any concerns or questions reach out to your internal Accredited Employer Team, or the Wellnz Case Manager on freephone: 0508 465 879