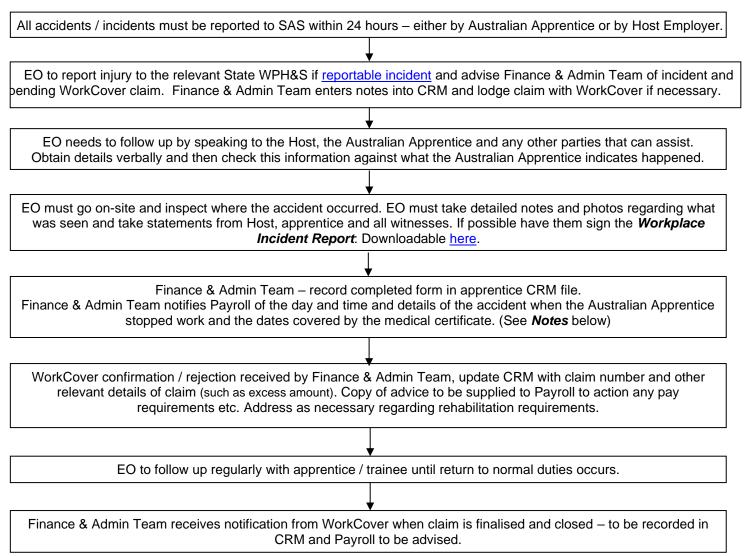
## **Smart Apprenticeship Solutions**

# **Workplace Incident / Accident Procedure**





### **IMPORTANT**

If the following occurs: hospitalisation, serious head injury, serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), spinal injury, the loss of a bodily function, serious lacerations, medical treatment (treatment by a doctor) within 48 hours of exposure to a substance, the accident results in; amputation, death, or electrocution/ severe electric shock -WPH&S QLD <u>must</u> be notified.

**Rehabilitation:** If the Australian Apprentice returns to light or suitable duties and / or there is a long term injury, advise the SAS Rehabilitation Co-ordinator who works with the apprentice, Workcover and the doctors to set up a suitable return to work strategy.

#### Paperwork to be completed;

- Incident Notification Report needs to be completed by employer (SAS). WPH&S QLD may investigate the incident thoroughly and will probably inspect the worksite and interview SAS Staff, Hosts and the Australian Apprentice
- Australian Apprentice / SAS completes the <u>WorkCover Claim Form</u>. Any related medical invoices / receipts (including those for medications, wound dressings etc.) and the WorkCover Medical Certificate must be provided to SAS to lodge with the claim

The WorkCover Claim Form is an online submission – please ensure you save a copy of submitted claim for apprentice / trainee file.

#### Note:- WorkCover Pay Arrangements

- The Host pays up to, including the day of the incident, hours after this time will be paid by SAS / WorkCover.
- SAS pays Workcover Excess for 38hrs (Full Time employees)
- WorkCover pick up the wages from there.
- WorkCover will not pay until the paperwork has been processed and approved by them so there can be a delay in the payment.

#### Note:- Medical Certificate Instructions.

- The Australian Apprentice needs to follow the instructions on the WorkCover Medical Certificate.
- Therefore, if it says he / she must return to work on a particular day then he / she either needs to return to work or he / she needs to go to the doctor and get another WorkCover Medical Certificate covering them for the extra time.
- Also if he / she wishes to return to work before the medical certificate states then he / she must return to the doctor and get a new medical certificate clearing them for work.
- If he / she wishes to attend college he / she needs a medical certificate releasing them to attend college etc.