Injury Management and Rehabilitation Policy

Objective

To provide and maintain a safe and healthy workplace for, and in consultation with, all Jerramungup Shire Council employees, contractors, volunteers and visitors. The PCBU is committed to providing a systematic approach to injury management, rehabilitation and assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury or illness.

Policy

The Shire of Jerramungup strives to ensure an ongoing commitment to continual improvement aimed at the elimination of work-related injury and illness is maintained. Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions. Work shall be conducted in accordance with the Work, Health and Safety Act 2020, respective Regulations, Codes of Practice, Statutory Requirements, Shire of Jerramungup SOP's, JSA's and Local Laws relevant to the nature of work being undertaken.
To achieve this aim Council will:

1. Ensure there are systems, resources, and clear responsibilities to implement and review the Work, Health & Safety Policy and continuously improve its application.
2. Ensure measurable Health and Safety objectives and targets are established and planning is undertaken to achieve objectives and monitor results.
3. Implement risk management systems that identify existing and potential hazards, assess the associated risk and implement effective control strategies to lower the risk to as low as reasonably practicable.
4. Ensure that all employees and contractors are fully informed, instructed, trained, supervised, and verified as competent in the tasks they are required to perform and ensure they can execute their duties in a safe and efficient manner.
5. Communicate and consult with Safety Representatives, employees and contractors in regard to safety and health related matters, to ensure feedback and involvement is sought from all personnel.
6. Ensure there are systems in place for the identification of legal and other requirements relevant to the Shire's operations and processes established to monitor compliance.
7. Ensure all employees and contractors are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and avoid adversely affecting the health and safety of others through any act or omission at work.
8. Achieve the best level of recovery and return to the workplace for injured employees by implementing rehabilitation and injury management initiatives.

Terms Used

Injury
Physical harm or damage to someone's, body caused by an accident, illness or an attack. **Rehabilitation**
The action of restoring someone to health or normal life through training and therapy after accident or illness.

Safe Operating Procedure (SOP)
A safe operating procedure is a written document that provides systematic instructions on how to safely perform a task or activity, which involves some risk to health and safety. (A safe operating procedure is sometimes referred to as a safe work procedure or safe work method statement).

Job Safety Analysis (JSA)
A procedure, which helps, integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job.

Governance

1. All workers and Council representatives have a responsibility to observe this policy.
2. It is the responsibility of management to ensure compliance with this policy.
3. Jerramungup Shire Councils Management will monitor the implementation of this policy at an organisational level.

Related Legislation

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Workplace Information

Contact Person: Admin: Deputy Chief Executive Officer
Human Resource/Payroll Officer
WHS Supervisor
Works: Works Supervisor
Telephone: 08 9835 1022

Review

This Policy/Code of Practice will be reviewed every two (2) years. It may be reviewed and updated as necessary when legislation or policy requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Internal Appointments.

Document Control			
Action	Date	Officer	Comments
Adopted	October 2009	Brent Bailey	Adopted by Council at Ordinary Meeting
Review	April 2011	Brent Bailey	Update and Incorporate Injury Management Procedure
Review	May 2014	Janna Kleszewski	Restructured/upgraded OSH Manual Incorporated OSH Policies, reviewed and amended existing policies and procedures, included important contact details
Review	April 2016	Lizzy Hyde	Review of entire document

Review	December 2018	Danielle Wisewould	Restructured/upgraded OSH Policy, reviewed and amended existing policies and procedures, included important contact details
Adopted	August 2019	Danielle Wisewould	Adopted by Council at Ordinary Meeting
Changed	September 2023	Danielle Wisewould	Changed to WHS legislation
Review	September 2025	Martin Cuthbert	Review of document
Rebrand	September 2026	Danielle Wisewould	Updated with rebrand template

Document Review			
Action	Date	Officer	Comments
Review	September 2026	Danielle Wisewould	Document Review

Chief Executive Officer
Martin Cuthbert

_____ 1/10/2026

Work Health and Safety Supervisor
Danielle Wisewould

_____ 1/10/2026