

Management of Work-Related Injuries and Illnesses Policy



Responsibility for policy: Associate Director Safety and Wellness

Approving authority: Vice-Chancellor

Last reviewed: October 2022

Next review date: October 2027

Application

1. This policy applies to all staff of the University of Waikato.

Purpose

2. The purpose of this policy is to:
 - a. set out the procedures for managing the return to work of staff who have experienced a work-related injury or illness, and
 - b. set out the duties and responsibilities in relation to the management and rehabilitation of staff who have experienced a work-related injury or illness.

Related legislation

3. This policy takes account of the following legislation:
 - [Accident Compensation Act 2001](#)
 - [Code of ACC Claimants' Rights](#)
 - [Health and Safety at Work Act 2015](#)
 - Health and Safety at Work Regulations 2016 (various)

Related documents

4. The following documents set out further information relevant to this policy:
 - [Safety and Wellness Policy](#)
 - [Work Injury Claims Management and Rehabilitation Manual](#)

Definitions

5. In this policy:
 - personal injury** means a physical or psychological injury suffered by a person or caused to a person by an accident, incident, a gradual process, disease or infection
 - rehabilitation** means a process of active change and support with the goal of restoring the staff member's health, independence and participation to the maximum extent practicable
 - return to work programme** means a programme designed to return an injured, disabled or temporarily impaired staff member to the workplace as soon as medically feasible, in a safe and appropriate manner
 - staff member** means "worker" as set out in [section 19](#) of the [Health and Safety at Work Act 2015](#), including employees of the University, employees of a controlled entity of the University, Council members, contractors or consultants engaged by or working at the University, volunteers and any other person providing services to or at the University
 - work-related illness** means a disease or condition contracted by a staff member, primarily as a result of an exposure to hazards and risk factors arising from work activity
 - work-related injury** means a personal injury that a staff member experiences in the workplace
 - workplace** means any premises or place:
 - occupied for the purposes of employment
 - to which a person has access because of their employment
 - attended by a person for a course of education or training for the purposes of their current employment, if they receive earnings from that employment for their attendance.

ACC Accredited Employer Programme

6. Under the ACC Accredited Employer Programme, the University of Waikato has responsibility for managing workplace health and safety, including claims management and the rehabilitation of staff following a workplace injury or illness; the University has contracted WorkAon to assist it in the management of claims.

Responsibilities

7. In the event of a work-related accident or illness, staff members are responsible for:
 - a. informing their line manager of the accident or illness as soon as practicable
 - b. informing their line manager of any symptoms of work-related injury or illness, such as pain or discomfort, as soon as practicable
 - c. completing the online [Incident Report Form](#) within 24 hours of the accident or onset of the illness or as soon as practicable.
8. Line managers are responsible for:
 - a. taking all practicable steps to ensure that staff in their areas of responsibility are aware of the University's procedures for [reporting incidents](#)
 - b. taking all practicable steps to ensure that staff in their areas of responsibility are aware of the University's procedures for managing work-related injuries and illnesses
 - c. ensuring that work-related injuries or illnesses suffered by staff in their areas of responsibility are reported through the online [Incident Report Form](#).
 - d. completing the [Incident Report Form](#) on behalf of staff in their areas of responsibility if they are unable to access the University network.
9. The Associate Director Safety and Wellness is responsible for:
 - a. providing information to staff about ACC entitlements with respect to work-related injuries and illnesses
 - b. liaising with the ACC and WorkAon with respect to work-related injuries and illnesses
 - c. ensuring that ACC claims are managed in accordance with the [Work Injury Claims Management and Rehabilitation Manual](#)
 - d. providing reports on work-related injuries and illnesses to the Vice-Chancellor and other relevant managers
 - e. reporting any breach of privacy with respect to personal health information to the ACC.

Concerns and complaints

10. A staff member who is dissatisfied with any action taken or not taken in relation to a work-related injury or illness may refer the matter to the Associate Director Safety and Wellness, who will provide assistance in resolving the situation in the first instance.

Responsibility for monitoring compliance

11. The Associate Director Safety and Wellness is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.
12. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).