

# Management of Work-Related Injuries and Illnesses Policy



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

**Responsibility for policy:** Health, Safety and Wellness Manager

**Approving authority:** Vice-Chancellor

**Last reviewed:** December 2016

**Next review date:** December 2021

## 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](#)
  - [Health and Safety at Work Act 2015](#)
  - Health and Safety at Work Regulations 2016 (various)
  - [Code of ACC Claimants' Rights](#)

## 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 defined by the [Health and Safety at Work Act 2015](#), including employees of the University, employees of a controlled entity of the University, Council members, independent 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; 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 [Accident 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 accidents and 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 [Accident Report Form](#).
9. The Health, Safety and Wellness Manager 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 Health, Safety and Wellness Manager, who will provide assistance in resolving the situation.

### **Responsibility for monitoring compliance**

11. The Health, Safety and Wellness Manager 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](#).