
WORKCOVER POLICY AND PROCEDURES

Purpose

The purpose of this Workcover Policy and Procedures document is to outline Trendie's commitment to ensuring a safe and healthy workplace for all employees. This policy provides a clear framework for managing workplace injuries and illnesses, ensuring compliance with Australian Work Health and Safety (WHS) legislation, and supporting employees through the WorkCover process. Our goal is to minimise the risk of workplace injuries and ensure prompt and effective management of any incidents that do occur.

Scope

This policy applies to all employees of Trendie, including full-time, part-time, temporary, and contract staff. It covers all work-related injuries, illnesses, and incidents, whether they occur on company premises, during work-related activities off-site, or while commuting for work purposes.

Legislative Framework

This policy is developed in accordance with the following Australian legislation and regulations:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)
- Workers' Compensation and Rehabilitation Act 2003 (Qld)
- Workers' Compensation and Injury Management Act 1981 (WA)
- Workplace Injury Management and Workers Compensation Act 1998 (NSW)

Policy Statement

Trendie is committed to providing a safe and healthy work environment. We recognise our legal and moral obligations to prevent workplace injuries and illnesses and to manage any incidents effectively. In the event of a workplace injury or illness, we will:

- Provide immediate and appropriate medical treatment.



- Report the injury or illness to the relevant authorities in accordance with legislative requirements.
- Support the affected employee through the WorkCover claims process.
- Develop and implement a return-to-work plan that accommodates the employee's needs and abilities.
- Review and improve workplace practices to prevent future incidents.

Procedures

- **Reporting an Incident:**
 - Employees must report any work-related injury, illness, or dangerous incident to their manager or the HR department immediately.
 - A Workplace Incident Report Form must be completed and submitted to HR within 24 hours of the incident.
 - HR will assess the severity of the incident and, if required, notify the relevant WorkCover authority within the specified time frame (e.g., within 48 hours for serious incidents under the Work Health and Safety Act 2011).
- **Medical Treatment:**
 - In case of a serious injury, emergency services should be contacted immediately (Dial 000).
 - The injured employee should be provided with first aid and, if necessary, transported to the nearest medical facility.
 - The employee should be encouraged to see a medical professional of their choice and obtain a WorkCover medical certificate.
- **Lodging a WorkCover Claim:**
 - The injured employee must complete a WorkCover claim form and submit it to the HR department along with the WorkCover medical certificate.
 - HR will assist the employee in lodging the claim with the appropriate WorkCover authority.
 - All relevant documentation, including witness statements and medical reports, will be compiled and submitted as part of the claim.



- **Managing the Claim:**

- HR will act as the primary point of contact between the employee, the treating medical practitioner, and the WorkCover authority.
- Regular updates on the employee's condition and progress will be obtained to facilitate the claims process.
- HR will maintain confidentiality of all information related to the employee's injury or illness.

- **Return-to-Work Process:**

- A return-to-work plan will be developed in consultation with the injured employee, their medical practitioner, and the WorkCover authority.
- The plan will outline suitable duties and any necessary workplace adjustments to accommodate the employee's recovery and return to work.
- Progress reviews will be conducted to ensure the employee's safe and sustainable return to their pre-injury duties.

- **Ongoing Support and Monitoring:**

- Regular communication will be maintained with the employee throughout their recovery period.
- The workplace will be monitored to ensure compliance with the return-to-work plan and identify any additional support required.
- If necessary, adjustments to the return-to-work plan will be made to accommodate the employee's ongoing needs.

- **Review and Prevention:**

- Following any workplace injury or illness, a review of the incident will be conducted to identify contributing factors and implement corrective actions.
- Workplace safety practices, equipment, and training will be evaluated to prevent future incidents.
- Employees will be informed of any changes or improvements to safety procedures.



Responsibilities

- **Employees:**

Employees are responsible for:

- Reporting any work-related injuries, illnesses, or hazards immediately.
- Complying with safe work practices and procedures.
- Participating in return-to-work plans and adhering to medical restrictions.

- **Managers:**

Managers are responsible for:

- Ensuring incidents are reported and investigated promptly.
- Supporting injured employees through the WorkCover process.
- Implementing and monitoring return-to-work plans.

- **HR Department:**

The HR department is responsible for:

- Coordinating the WorkCover claims process.
- Providing support and guidance to injured employees and managers.
- Maintaining records and ensuring compliance with legislative requirements.

Compliance and Enforcement

Trendie is committed to complying with all relevant WorkCover legislation and regulations. Non-compliance with this policy may result in disciplinary action. Employees who deliberately provide false information or engage in fraudulent activity during the WorkCover process may face serious consequences, including termination of employment and legal action.



Trendie

Review and Updates

This Workcover Policy and Procedures document will be reviewed annually or in response to legislative changes to ensure its continued relevance and effectiveness. Employees will be notified of any updates or changes to this policy.

Implementation

This policy will be communicated to all employees during their induction and through ongoing training sessions. A copy of this policy will be accessible via the company intranet and the employee handbook. Employees are encouraged to familiarise themselves with this policy and seek clarification from HR if needed.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 