

# Work Injury and Personal Injury

## Injured at work

For Medical treatment only:

- Enter incident on POSSUM and notify your supervisor
- Complete and submit a Workers Injury Claim form to Injury Management Advisor (IMA)
- Forward any accounts or attendance certificates to IMA
- Refer to Ask Ada, Injury Management for further information on this process.

Medical treatment with modified duties/restrictions and/or time lost:

- Enter incident on POSSUM and notify your supervisor
- Obtain a certificate of capacity (CoC) when attending GP or Hospital
- Complete and submit a Workers Injury Claim form to IMA
- Forward any accounts to IMA
- RTW plan to be implemented

*Will this injury effect your firefighting role?*

If unsure, speak with your District Manager or IMA.

If yes, please take GP Assessment Form to your GP.

If the employee is required to obtain a certificate of capacity for a WorkCover clearance, they should also take GP Assessment Form for a fire clearance at the same time.

*Group Personal Accident Insurance*

If you have a fire role, you may be eligible to claim under the DELWP Group Personal Accident Insurance cover. Contact Vanessa Dallan – DELWP Insurance Manager on 03 9637 8247 to discuss.

## Injured outside of work

Medical treatment only:

*Will this injury effect your firefighting role?*

If unsure speak with your District Manager or IMA

Medical treatment with modified duties/restrictions and/or time lost:

- Advise supervisor and IMA
- Submit sick leave medical certificate
- RTW plan to be implemented.

*Will this injury effect your firefighting role?*

If unsure speak with your District Manager or IMA.

If yes, please take the GP Assessment Form to your GP.

When the employee is required to obtain a further ordinary medical certificate for returning to normal duties, they should also take GP Assessment Form for fire clearance at the same time.

*Group Personal Accident Insurance*

If you have a fire role, you may be eligible to claim under the DELWP Group Personal Accident Insurance cover. Contact Vanessa Dallan – DELWP Insurance Manager on 03 9637 8247 to discuss.

### Abbreviations

IMA	Injury Management Advisor
CoC	Certificate of Capacity
RTW	Return to Work (Plan)
GP	General Practitioner

### DELWP Injury Management Team

Alison Mead	Team Leader and Metro 9637 8231
Carina Johnson	Grampians, Loddon Mallee & Hume – 5430 417
Jenni Fenech	Barwon SW, Gippsland & Port Phillip – 5172 2573

### DELWP Insurance Team – Death & Disability

Vanessa Dallan	Manager Insurance 9637 8247
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### Further information and support

Safety & Wellbeing	Ada – Our People- safety and wellbeing
Employee Assistance	Ada – Our People- safety and wellbeing – wellbeing - EAP
FireWeb	Safety and Well. – Return to Fire Role – GP Assessment Form
Fit for Fire Officers	Your Regional Fit for Fire Officer can also assist you with the GP Assessment Forms.

