

Building your return to work program

Requirement four: After an incident



The purpose of this document is to support Category 1 employers with completing the fourth of eight key components of their return to work program.

[View our 'Eight requirements for your return to work program' guide.](#)¹

Every employer in NSW must have a return to work (RTW) program that outlines how they will help injured workers recover following a work-related injury or illness.

To meet your legal obligation, the State Insurance Regulatory Authority (SIRA) has advised that your RTW program must address eight key components. **After an incident**² is the fourth of SIRA's eight components for category 1 employers and it asks employers to detail their first aid arrangements, including the first aid equipment available for the workplace and how their workers can access them.



Definition: Category 1 employer

Category 1 employers have an average performance premium of over \$50,000 per year, are self-insured or are insured by a specialist insurer and have more than 20 employees.

As a category 1 employer, you must have a return to work coordinator whose role is to manage the return work process of an injured worker and have a tailored RTW program for your business.

Over to you

Use this template to fulfil your After an incident component for your RTW program. As each organisation is unique, your RTW program must be tailored to the needs of your organisation.

Complete our [series of RTW program templates](#) to ensure you effectively and proactively support an injured worker before an injury even occurs.

Resources



View icare's full suite of RTW program templates: [icare.nsw.gov.au/rtw](https://www.icare.nsw.gov.au/rtw)

View SIRA's [guidelines for workplace return to work programs](#) (URL in footer)

RTW guidelines reference page 12 - 13

¹ www.icare.nsw.gov.au/rtw

² The RTW program must show its connection to work health and safety (WHS) policies and procedures under the NSW *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2017* and where applicable the *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014*.

³ **SIRA's guidelines for workplace return to work programs:** <https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/publications/help-with-getting-people-back-to-work/guidelines-for-workplace-return-to-work-programs>

Requirement four: After an incident

Fill in the fields below

Resources



View [See SIRA's guideline](#) (step 4 - Rights and obligations) for employer and injured workers' rights.

1. You must provide first aid equipment and trained personnel for the workplace.

You must ensure all workers can access the equipment and there is sufficient access to facilities for administering first aid.

Resources



View [Safework's First aid in the workplace guide](#)

2. Detail your organisation's first aid arrangements, or link / refer to these procedures if documented elsewhere.

3. You must keep a register of injuries detailing all work-related injuries or illnesses, whether or not they result in a workers compensation claim.

They must also keep a record of each notifiable incident.

What to include in your injury register:

- the name of the injured worker
- the worker's address
- the worker's age at the time of injury
- the worker's occupation at the time of injury
- the industry in which the worker was engaged at the time of injury
- the time and date of injury
- the nature of the injury
- the cause of the injury.

Resources



[View Safework's injury register template](#)

4. Describe how you will inform workers about procedures for completing the register.

The register may be written or electronic.

5. Detail your organisation’s procedures for early reporting by workers and to the insurer and describe how you will inform workers of these procedures.

NOTE: An injured worker must report the injury to their employer as soon as possible after sustaining it. Employers must then notify the insurer within 48 hours of receiving report of a work-related injury.

6. You must report any notifiable incidents to the WHS regulator. Explain how you will inform the WHS regulator of any notifiable incidents or refer to this procedure if documented elsewhere.



Want more information on return to work?

To help navigate the return to work process, we’ve created resources to assist employers with understanding their legal obligations and improve return to work outcomes for their injured workers.

Visit www.icare.nsw.gov.au/rtw

Print and sign name of employer

Justin Hendrick

Date

Print and sign name of RTW Coordinator

Justin Hendrick

Date