

Employee's Rights and Responsibilities

Employees have the right to:

- 1] Choose their own medical provider.
- 2] Be provided with appropriate rehabilitation services.
- 3] Have a representative of your choice present at any meeting.
- 4] Have a current copy of your rehabilitation program plan.
- 5] Be meaningfully involved in all decisions regarding the program.
- 6] Have personal information concerning your program kept confidential by all parties involved.

Your responsibility is to participate actively and positively in your return to work program. This is a requirement under the Workers Rehabilitation & Compensation Act.

Failure to participate may result in payments of income maintenance being discontinued.

Employer's Role and Responsibilities

Minda's managers have an important role in getting you back to work and their active and positive support is essential. Your manager must provide you with suitable duties, if available, which accommodate your work-related injury.

Review Rights

If you are not satisfied with a decision made regarding your claim or rehabilitation, you have the right to dispute the decision through the Workers Compensation Tribunal.

This is done by lodging a notice of dispute with the Workers Compensation Tribunal stating the basis of the dispute. Steps are then taken to attempt to resolve the dispute.

Minda, through the Department of Families and Communities, is self insured for workers compensation purposes.

As a self insurer, Minda pays all claims costs, not WorkCover. Claims processing, rehabilitation and prevention of injuries is managed by Minda.

All staff, including supported employees, are covered by the Workers Rehabilitation and Compensation Act 1986. Volunteers are covered by separate insurance. Contact the Volunteer Coordinator on 8422 6244 for more information on volunteer insurance.

Minda's policies and procedures for Workers Rehabilitation and Compensation have been prepared in consultation with management and employee representatives. Full copies of the policies and procedures are available from the Human Resources Department, the Occupational Health & Safety Unit or the manager of your work area.

We Can Do It

The South Australian Government Interpreting and Translating Centre provides a wide range of interpreting services.

For further information please contact:

Phone: +61 8 8226 1990
Fax: +61 8 8226 1992
www.translate.sa.gov.au



Australian Government



The provision of employment assistance services to people with intellectual disabilities is funded by the Australian Government under the Disability Employment Assistance Program.



For further information on worker's compensation and rehabilitation, please contact Minda's Injury Management Services.

Injury Management Coordinator	8422 6556
OHS Coordinator	8422 6554
Senior Manager OHS	8422 6551
Administration Assistant	8422 6555

Minda Incorporated

King George Avenue
Brighton, SA 5048

Phone: 8422 6200

Fax: 8422 6330

www.mindainc.com.au



■ Inclusion ■ Respect ■ Choice

We Can Do It

We Can Do It

Workers Compensation & Rehabilitation



Workers Compensation & Rehabilitation

Information for staff and supported workers

What to do if you are injured at work.

If you are injured at work, you must:

- Report the incident/accident to your supervisor as soon as possible, but within 24 hours of the event.
- Complete the Minda Incident/Accident Report form and WorkCover claim form and forward them to your cost centre.
- Attach any accounts and medical certificates to a claim form if claiming for medical expenses, time lost or other expenses.

If claiming lost time, you must see your doctor and obtain a WorkCover Medical Certificate.

WorkCover claim forms are available from your supervisor and the OH&S Unit.

This procedure applies to all injuries whether they are new injuries or recurrences of previous injuries.

You will be notified in writing as to whether your claim has been accepted or not. Once your claim has been accepted, the following is covered:

Income Maintenance

If your compensable disability results in time lost from work, you will be entitled to receive income maintenance based on your average pre-injury earnings.

Graduated return to work

Often injured workers return to work on reduced hours and gradually build up to their normal hours. In these cases, the worker will receive both a wage and an income maintenance top-up.

After 13 weeks, your entitlement to income maintenance will be reduced to 90 per cent and after 26 weeks, to 80 per cent.

This is a requirement under the Workers Rehabilitation & Compensation Act. The reduction only affects income maintenance and not income earned through work.

So, the more hours you are working, the less top-up you receive and the less your total income is reduced.

Medical Expenses

All reasonable medical expenses, including (but not limited to) doctor's fees, physiotherapy costs, hospital fees, X-rays, medication and travel expenses, can be claimed.

Rehabilitation

The aim of the Injury Management Coordinator is to assist you to achieve the best possible return to work.

The Injury Management Coordinator will ensure you receive the services necessary to help you return to work.

In consultation with you, your manager and doctor, the Injury Management Coordinator will develop a return to work plan with a view to achieving a safe and realistic return to work.

Most injured workers return to their pre-injury duties and hours.

Any costs associated with the plan for facilities, services, equipment, gym membership and more are paid for by Minda.

Any plan prepared is legally binding under the WorkCover legislation.

Permanent Disabilities

Should you suffer a permanent residual disability as a result of your injury, you are entitled to apply for a lump sum payment.

The amount of the lump sum depends on the nature and the severity of the residual disability.

For further information, please contact the Injury Management Coordinator.



Together, we can do it.

We Can Do It