

## Workers Compensation Policy

### 1. Purpose

Smart Employment Solutions is insured for workers' compensation under the provisions of the Act.

Workers' compensation benefits are payable to staff following application by the injured worker and assessment against the legislative provisions of the Act.

This policy applies to all company staff that have sustained a work-related injury or illness and as a result claim workers' compensation.

### 2. Scope

This policy applies to all staff of Smart Employment Solutions.

### 3. Policy Statement


Smart Employment Solutions provides workers compensation cover through WorkCover Queensland for all employees in accordance with the current legislation and Australian Workplace Agreements.

### 4. Breach of Policy

A breach of this policy, either intended or unintended, will be considered serious and may lead to disciplinary action including termination of employment or cancellation of contract.

### 5. Associated Documents

41-02 Workers Compensation Procedure

	<b>Title</b>	<b>Name</b>	<b>Date</b>	<b>Signature</b>
Approved by	Managing Director & CEO	Steve Craven	08/21	

## Workers Compensation Procedure

### 1. Objective

Under the Workers Compensation Act, if a claim is accepted, a worker injured at work is entitled to all reasonable and necessary medical treatment that is appropriate in the circumstances. If time is lost from work, compensation is paid at the amount payable under the worker's industrial instrument. Any period of compensation applied for must be supported by medical evidence.

Rehabilitation will be provided to assist in an injured worker's safe return to work as soon as possible. When a staff member is off work, rehabilitation will aim to return the staff member to suitable employment as early as possible in accordance with assessed needs.

Further provisions include:

- Early provision of medical treatment for injured staff ;
- Effective communication with injured staff and managers/supervisors regarding workers compensation matters;
- Strong incentives to prevent work-related injuries.

### 2. Scope

This procedure applies to all Smart Employment Solutions Staff.

### 3. Method

1. Employees must take every precaution to avoid injuries, wear required protective equipment and be aware of workplace hazards.
2. Smart Employment Solutions will maintain effective systems to report and manage WorkCover claims.
3. All injuries that take place on the journey to or from work, or in the workplace must be reported immediately to your Employment Officer (for apprentices and trainees) or CEO (for internal staff), who will assist the employee to complete relevant paperwork.
4. Smart Employment Solutions will lodge relevant employer documents; however, it is the employee's responsibility to lodge their own forms.
5. Journey claims are from the front gate of the employee's residence to work or vice versa, and there must be no substantial deviation or delay on the journey.
- 6.

### 4. Associated Documents

41-01 Workers Compensation Policy

	Title	Name	Date	Signature
Approved by	Managing Director & CEO	Steve Craven	08/21	