



Workers Compensation Policy July 2023

POLICY STATEMENT:

All team members of Helen & Joey Estate and Re'em Yarra Valley are covered by Workers Compensation, as required by Australian law. It is paid for, entirely by Helen & Joey Estate and Re'em Yarra Valley and provides benefits for team members who suffer personal injury due to accidents arising out of their employment with Helen & Joey Estate and Re'em Yarra Valley. The reporting requirements and benefit levels are regulated by Worksafe Victoria or the relevant States Workers Compensation Board.

PROCEDURES:

1. Mandatory Requirements

Workers Compensation is provided in accordance with Helen & Joey Estate and Re'em Yarra Valley Workers Compensation Insurance Policy and statutory obligation. In general, these are:

- a. Workers Compensation covers all team members during the time they are on the job.
- b. There is no waiting period as in other benefits.
- c. An injury or illness.
- d. Is considered job-related when it arises during the course of employment. Any job or activity that is engaged in for work purposes and is a contributing factor in the injury most likely falls under Workers Compensation.
- e. The activity that caused the injury also must be one which is required by the employer.
- f. A person undertaking work in another state is covered by the Workers Compensation Insurance Policy pertaining to the state where they usually work.

2. Denial of Workers Compensation Benefits:

Injuries not covered by Workers Compensation include those where the team member:

- a. Was intoxicated by alcohol or drugs.



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- b. Was in the process of committing a felony (and has been convicted).
- c. Was participating in a social or recreational activity off-duty which was not directly related to his/her work.
- d. Caused the injury intentionally or committed suicide.
- e. Was “horsing around” or fighting on the job.

The above is a summary of Helen & Joey Estate and Re’em Yarra Valley obligations and is not intended to override specific insurance policy details.

The insurance policy defines the benefits fully and the above is not intended to replace the policy.

3. Reporting Requirements

- a. Any team member suffering an injury or illness which is work-related is responsible for immediately reporting that illness or injury, no matter how minor, to their Direct Manager. If their Manager is not available or present, the team member must report to another Manager or the Managing Director.
- b. You **must** report any workplace-related injury or illness regardless of whether you decide to seek medical attention.
- c. Once the incident has been reported, the Manager who was advised must complete the Accident or Illness Record of Injuries in conjunction with the team member (where possible) and notify the Managing Director of the incident.
- d. If any injury requires emergency medical care it will be provided immediately.
- e. If the illness or injury is relatively serious or the team member requests so, Helen & Joey Estate and Re’em Yarra Valley will attempt to reach the person designated by the team member as the emergency contact from information shown on his or her employment records.
- f. The Manager will question the team member as well as others who may have information concerning the cause and particulars surrounding the injury or illness, including if the team member was wearing the appropriate personal protective equipment and clothing and any other relevant information. A full investigation may be carried out depending on the nature of the injury or illness.
- g. To make a WorkSafe Injury Insurance claim, the team member must fill in a WorkSafe Worker’s Injury Claim Form, which is available from the Worksafe Victoria website /your own states WorkSafe website. The team member must complete a claim form if they need medical treatment or time off



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work due to their work-related illness or injury. A WorkSafe Injury Claim Form should be filled out regardless of the team members' original assessment of the injury, in the event that injury or illness requires further treatment over time. The team member should provide the Work Safe Injury Form to their Direct Manager who will arrange for Helen & Joey Estate and Re'em Yarra Valley to complete the Employer section on the form, and then lodge it with the appropriate insurer.

- h. Medical bills relating to a work-related injury or illness should be submitted to the team member's Direct Manager for approval, who will then forward it to the Finance Team for payment. If the Workers Compensation claim is accepted, the team member will be reimbursed in the next pay cycle. In the event that the team member does not wish to make a Work Cover claim, the Managing Director will determine approval for reimbursement of any medical or related costs incurred.

4. Request for Leave

- a. Any team member whose job-related injury or illness will prevent him or her from reporting to work within one week following the initial incident should contact their Direct Manager during the first week of the absence on a daily basis.
- b. Disability, Workers Compensation or Personal Leave may be granted for situations in which there is a medical practitioner's written statement that a leave of absence is required. If a team member can't do their normal job they will need to get a WorkSafe Certificate of Capacity from their doctor which is similar to a medical certificate, and provide it to their Direct Manager.
- c. The medical practitioner's statement must provide adequate details acceptable to Helen & Joey Estate and Re'em Yarra Valley regarding the nature of the injury or illness and the anticipated length of absence from work.
- d. Helen & Joey Estate and Re'em Yarra Valley may, at its discretion, require another medical opinion by an appointed medical practitioner at the company's expense. Helen & Joey Estate and Re'em Yarra Valley may also require the team member's own medical practitioner to provide additional information to guide the business on acceptable modified duties or complete a return to work program report if requested.
- e. Absences due to work-related injury or illness will be charged to accrued personal leave first, then to accrued annual leave time for permanent team members, if the team member wishes. If a work-safe injury claim is accepted, any use of accrued leave benefits will be reinstated. Should a team member utilise all personal leave prior to a decision being made by the insurer, the team member may be eligible to utilise any accrued annual leave. This will be at the discretion of the Managing Director.
- f. Team members who have not lodged a Workcover claim but are unable to work due to a confirmed



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or non-disputed work-related injury or illness will be considered to be on a period of paid leave. This leave will not be deducted from any of their leave entitlements

5. Returning to Work

- a. Prior to returning to work, the team member must obtain a certificate of capacity which states the team member is fit to return to work. This certificate should clearly identify if the team member is fit to return to full hours and preinjury/illness duties or if they can only return in a reduced capacity. If a team member is only able to return to work in a reduced capacity, the certificate must clearly outline all duties that may and may not be performed.

This certificate can only be completed by the team members treating medical professional.

Where possible, Helen & Joey Estate and Re'em Yarra Valley will provide a list of preinjury duties to the team members' medical professional. It is expected that these duties are directly referred to in the certificate of capacity.

- b. Failure to obtain a certificate of capacity may delay company authorisation to return to work. If a certificate of capacity is not provided and delays a team members' return to work, the time not worked may be unpaid.
- c. At Helen & Joey Estate and Re'em Yarra Valley's sole discretion a second opinion may be required from an independent medical professional at the company's expense to ensure the team member is safe to return to work without risk.
- d. If a team member is able to return to work in a reduced capacity Helen & Joey Estate and Re'em Yarra Valley may consult with the team member's medical professional to develop a safe return to work plan.

6. Safety and Accident Prevention

- a. The Safety & Security policies of Helen & Joey Estate and Re'em Yarra Valley are designed with the specific purpose of reducing, minimising, and avoiding injury, suffering, and time away from the job. It is a requirement that all team members comply with all OH&S policies to avoid injury wherever possible.

7. Questionable Liabilities

- a. If Helen & Joey Estate and Re'em Yarra Valley deny a Workers Compensation claim the team member may contest the decision in accordance with the provisions of Workers Compensation laws.
- b. Management is not obligated to make any commitments or statements pertaining to Helen & Joey



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Estate and Re'em Yarra Valley's liability concerning a team member's injury or illness unless required to do so by law.

- c. Team members desiring information about the company's position on the liability claim will be informed only that Helen & Joey Estate and Re'em Yarra Valley are conducting an investigation.

8. Further Information

Further advice can be obtained from Worksafe Victoria:

WorkSafe Victoria

W: www.worksafe.vic.gov.au

P: 1800 136 089