

Initial steps for managing workplace injury or illness

WHEN...

do I take an injured employee to the doctor?

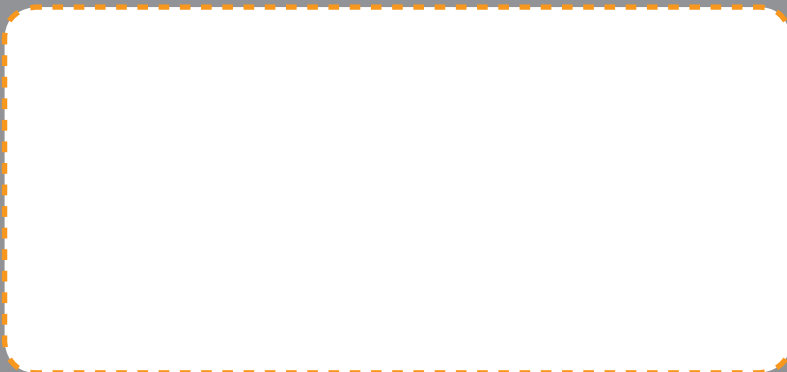
- Where and when directed by the attending first aid officer
- Where and when requested by an injured employee

WHO...

do I contact when a doctor's review is needed?

- Our preferred provider for your location
(subject to change – please see MyCompass for current details)

Our preferred provider for this location is:



WHAT...

if there is no preferred provider and a doctor's review is required?

- A supervisor, manager, or delegated representative must attend the initial doctor's review
- If this is not possible:
Provide the 'Initial Letter to Doctor' (offer of suitable duties) to the injured or ill employee
(see MyCompass – 'Program ZERO – 24')
Contact your local Compass Care team immediately

WHY...

do I need to attend the doctor's review with the injured or ill employee?

- To assist with facilitating reasonable and necessary treatment
- To offer suitable duties immediately (where appropriate)
- To ensure effective communication between all relevant parties

THEN...

after the employee's health and welfare needs have been addressed...

- Report the incident on the Compass Incident & Emergency Line
- Collect and forward all relevant documentation in a timely manner to your local Compass Care team



COMPASS INCIDENT & EMERGENCY LINE

1300 725 305

