

Title	Explain organisational injury management procedures		
Level	4	Credits	6

Purpose	People credited with this unit standard will be able to explain: the requirements of the Accident Compensation Act 2001 (AC Act) in relation to work related injuries and illnesses; workplace early reporting and intervention requirements in accordance with organisational and legislative requirements; and to describe the claim lodgement and rehabilitation process in terms of legislative and organisational requirements.
----------------	--

Classification	Occupational Health and Safety > Occupational Health and Safety Practice
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

Definitions

Legislative requirements include but are not limited to – Accident Compensation Act 2001 (AC Act), Health and Safety at Work Act 2015 (HSWA) and relevant regulations, and any subsequent amendments and replacements.

Organisational requirements refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, approved codes of practice and guidelines, and legislative requirements.

Outcomes and performance criteria

Outcome 1

Explain the requirements of the AC Act in relation to work related injuries and illnesses.

Performance criteria

1.1 Definitions and terms are defined in accordance with legislative requirements.

Range includes but is not limited to – accident, claim, cover, entitlement, impairment, incapacity, personal injury, rehabilitation, treatment, work related personal injury; work related gradual process, disease, or infection.

- 1.2 Claims process is described in accordance with legislative requirements.
- Range what can be claimed for, how to lodge the claim, timeframes required.
- 1.3 Employee statutory entitlements are identified.
- Range weekly compensation, treatment, independence allowance, vocational rehabilitation and social rehabilitation.
- 1.4 Dispute resolution and review procedures are explained in accordance with legislative requirements.
- Range includes but is not limited to – who may apply for a review, how to apply, representatives, review officer.
- 1.5 Employer obligations are explained in accordance with legislative requirements and the accredited employer framework.
- Range cover decisions, entitlements, file management, administration and reporting, dispute resolution, rehabilitation policies, procedures and responsibilities, rehabilitation plans, return to work procedures.

Outcome 2

Explain workplace early reporting and intervention requirements in accordance with organisational and legislative requirements.

Performance criteria

- 2.1 The principles of early intervention are described in accordance with legislative requirements.
- Range includes but is not limited to – accident reporting, preventing escalation of injury, controlling costs, achieving attitude change, protecting human health.
- 2.2 Intervention activities are described in accordance with legislative and organisational requirements.
- Range includes but is not limited to – timeframes, early notification, investigation, problem identification, workplace assessments, specialist treatment.
- 2.3 The explanation establishes the development of an early reporting and intervention procedure.
- Range includes but is not limited to – defining what is to be reported, forms, authorisation, responsibility for actions, follow up, timeframes.

Outcome 3

Describe the claim lodgement and rehabilitation process in terms of legislative and organisational requirements.

Performance criteria

3.1 Case manager duties are described in accordance with legislative requirements.

Range includes but is not limited to – making cover decisions, identifying and calculating entitlements, file management, development of rehabilitation plans, organising return to work activities.

3.2 Claim lodgement process is described in accordance with legislative and organisational requirements.

3.3 Organisational requirements with regards to injury management are described in accordance with legislative requirements.

Range informing staff of procedures and entitlements, obtaining informed consent, assessment of needs, consultation requirements, support, developing rehabilitation plan, implementation, follow-up.

Planned review date	31 December 2022
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 July 2001	N/A
Revision	2	16 May 2005	N/A
Review	3	25 May 2007	N/A
Rollover and Revision	4	22 May 2014	N/A
Rollover and Revision	5	22 August 2019	N/A
Rollover and Revision	6	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.