

Injury Requiring Offsite Treatment

Overview

This document outlines QLDC's requirements and procedure for the care and support of any QLDC employee that is injured at work and requires offsite treatment.

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Introduction

Purpose This document is intended to provide QLDC workers, including management, an overview of the required procedure relating to injuries incurred by workers in the workplace, which require offsite medical treatment. This includes travel to and from treatment providers.

Scope All QLDC officers and workers, this includes volunteers, persons on work experience and any individual contractor under QLDC direct supervision.

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Associated Documents The table below identifies associated documents:

Type	Title
QLDC Corporate	<ul style="list-style-type: none"> • Workplace Health & Safety Management System • Incident reporting process • Return to Work Policy • Doctors Kit Form • Health & Safety Handbook
Legislation	<ul style="list-style-type: none"> • Health & Safety at Work Act (2015) and subsequent Regulations. • Accident Compensation Act (2001) (ACC Act) • Worksafe Act 2013 <p><i>Note: Any legislation referred to should be interpreted as meaning the Act and its amendments</i></p>
Other	<ul style="list-style-type: none"> • Employment Agreements • QLDC Code of Conduct

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Definitions

Unless otherwise stated, the terms used throughout this document are as defined within Part 1 of the Health and Safety at Work Act (HSWA) 2015.

Admitted to hospital	Being admitted to hospital as an inpatient for any length of time – it doesn't include being taken to the hospital for out-patient treatment by a hospital's A&E department
Doctors Kit Form	Provides guidance for employee at initial consultation with treatment provider as well as ACC information, doctors assessment for return to work and post injury follow up.
My Safety	QLDC online safety reporting system.
QLDC Doctor	QLDC Preferred Medical Treatment Provider.

General Procedure

Immediate reporting procedure If injured at work you must seek first aid and inform your manager or the most senior person present. Only injuries reported on the day they occur can be classed as workplace injuries.

For any of the following, the injured person's manager or the most senior person present must ensure that the QLDC HS Manager and then the injured person's General Manager is informed as soon as practicable but no later than one hour following the injury or event:

- Notifiable Injuries or Illnesses (as per section [23 of HSWA 2015](#)); or
- An ambulance is called for a workplace incident; or
- QLDC staff being admitted to hospital as an inpatient; or
- Suspected head or neck injuries

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Travel to and from the treatment provider

Under the following circumstances QLDC staff requiring off site treatment must be accompanied or taken to the treatment provider on the day the incident occurred. This is for reasons of support, to reduce the risk of further injury, and ensure they arrive safely.

- All Notifiable Injuries or Illnesses; or
- If an ambulance is called. The preference is that the employee be accompanied, in the ambulance if possible, if not then person accompanying to make their own way to the treatment provider; or
- Anyone with a suspected head, neck or eye injury; or
- Any injury that may increase the risk or injury to themselves or others, whilst travelling to and from the treatment provider alone.

During work hours a member of staff shall accompany the injured person.

If there is an exceptional circumstance where the injured person cannot be accompanied or taken to the treatment provider then based on the criteria above a decision must be made on transporting the injured person. The decision needs to take into account the condition of the injured person, for example a suspected head injury may lead to the injured person losing consciousness, choosing a taxi or using public transport would not be appropriate. Similarly calling for an ambulance for a sprained ankle may not be appropriate. Allowing staff to go home without first seeking treatment may place them at risk of further injury.

Where the injury is more minor in nature, or does not fall within any of the above categories, but still requires medical treatment; a decision on how the injured person will travel to the treatment provider will be agreed between the injured person and their manager or most senior person present.

For support reasons it is preferable that the injured person is accompanied to the treatment provider, but this may not be reasonably practicable in all instances and arrangements for a friend or family member to meet at the treatment provider must be made.

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Doctors Kit Form

- All staff going to any treatment provider (medical centre, hospital, doctor's surgery etc.) for any workplace incident must take a Doctors Kit Form with them.
- To aid in finding suitable duties it is important that the Doctors Assessment (within the Doctors Kit Form) is completed by the personnel treating you.
- You must inform the medical personnel that there are many suitable duties available across QLDC operations. Duties do not have to be within your usual area of work.
- The completed Doctors Kit or at minimum the Doctors Assessment must be given to or sent to your manager or if they are not available another manager at site as soon as possible. (i.e. before you go home). This is so your manager can understand your injuries and restrictions, if any, and to assist with ongoing support if required.

If for any reason it is not possible to provide your manager a copy of the Doctor's Assessment on the day; it is acceptable to call your manager to notify them of this, and provide a summary of the impact of the injury on your work.

The Doctors Kit is available [here on Yoda](#).

Discharged from treatment provider

On the day of the incident and during work hours all staff that are discharged are required to return to their normal place of work. This is so their manager can assist with ongoing support where required. If for any reason this cannot be achieved, a phone call to your manager to provide an overview of the impact of your injury on your work is a minimum requirement.

If the injured person is discharged and they are intending to make their own way home or back from the treatment provider they must have clearance from the medical personnel that they are fit to do so. This can be recorded in the Doctors Assessment, Restrictions sections under Vehicle driving (if you are fit to drive then you are fit to travel alone). If this is not possible then inform your manager or most senior person present who will arrange transport.

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Reporting into My Safety and Return to Work Refer to QLDC [Accident & Incident Reporting Procedure](#).
Refer to QLDC [Return to Work Policy](#).

Visit to a Physio, or other medical therapist For workplace injuries, QLDC require a referral from a QLDC Doctor for treatment by a physio, or other medical therapist.

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