

## Human Resource Management: injury management

### Annual monitoring and return to work service product code CGP041

- Comply with WorkCover, OH&S and Injury Management and Workers Compensation legislation;
  - Under workers compensation law, Category 1 employers (ie. employers whose basic tariff premium exceeds \$50,000, as well as self insurers, and employers who are insured by a specialised insurer and who employ more than 20 workers) must have a Return to Work Coordinator.*
- Managing staff injuries in a timely and effective manner, reducing staff absence;
- Control or reduce your Workers Compensation premiums costs;
- Especially designed for small to medium sized companies in both the service and manufacturing sectors;
- We provide (based on gaining current knowledge of your business and staff);
  - Early intervention and management of injured workers;
  - Coordination of timely return to work program of an injured worker;
  - Support with completing all forms and documentation.
- We will:
  - Visit your premises twice yearly and provide you a report;
  - Phone contact your nominated representative twice yearly;
  - Provide two information mailings (post or email) yearly, including providing you with checklists of practical ideas and industry case studies.

### Fees\*:

\$850 for the first year;

\$690 for subsequent years;

Add \$480 for annual OHS and Injury Management compliance review and briefing session.

### Our experience:

Consultgroup have been providing HR Management services for over 10 years. All our consultants and specialist staff have the extensive experience and the necessary qualifications to ensure you receive a professional and value added service

### Other occupational health and safety and injury services:

- Return to work co-ordination and consultation: Casual clients \$120 per hour.  
Registered retainer clients \$75 per hour;
- OHS & IM introduction training: in-house from \$720 per ½ day session;
- Specialist staff training, eg. Lifting techniques office ergonomics, from \$650;
- Staff counselling and psychological services: From \$125 per hour;
- Health and wellness programs, including workplace therapeutic massage, from \$85 per hour.

(\*GST is not included in these prices)



## Other related services and products



### **Occupational Health and Safety *compliance review:***

#### **On site (single location) \$900\***

- Consultant will undertake/update gap analysis regarding current OHS Act, Regulations, Codes of Practice etc, against current policy and practice;
- Prepare an action plan that allocates responsibility and resources to ensure ongoing implementation and compliance.

### **Occupational Health and Safety *staff introduction course:***

#### **Half day course.** (approx 3.5 hours of structured learning time)

#### **\$720\* for groups up to 15 staff.**

- OH&S. legislation;
- OHS planning;
- Committees and representatives;
- Issues resolution;
- Emergencies;
- OHS management system.
- Responsibilities;
- Staff involvement and consultation;
- Reporting;
- Risk management hazard analysis;
- Workplace injury;

### **Occupational Health and Safety *staff refresher course:***

#### **Two hour session. \$600\* for groups of up to 15 staff.**

This course is an interactive workshop format covering similar topics listed in the staff introduction course.

### **Implementing the OH&S management system requirements**

Comprehensive review and undertaking action necessary for ongoing compliance and proactive safety and injury management

- Confirm compliance requirements via review of current practices;
- Documentation and document control for OHS and Injury Management using an agreed framework (eg. Standards, WorkCover);
- Training and HR systems: Policy review and documentation, job descriptions, training plans and practices, reference material/library, performance assessment (includes some on-site training).

### **OH&S documentation review**

- Review of current OH&S system documentation to ensure compliance and compatibility with stated practices.

**Fees from \$650\* for single site employer with a set of elementary OH&S documents.**

**Consultgroup also provides a wide range of HR and management consultancy services**

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