



Initial steps for managing workplace injury or illness

In the event of an emergency, dial 000

Report all incidents to your Manager.

Your site contact details are:

Site/Unit Manager:
TEL:

Area/Ops Manager:
TEL:

ASSESS the need for our injured or ill employee to see a doctor (as per your site specific first aid plan).

ARRANGE a doctor's review with our closest preferred provider, when instructed by the first aid officer or requested by our injured or ill employee.

Our preferred provider for this location is:

(Preferred providers are subject to change – please see MyCompass or www.compasscare.com.au for current details).

If there is no preferred provider available...

ADVISE the Compass Care team immediately

ATTEND the initial doctor's review. Alternatively, provide the "Initial Letter to Doctor" to our injured or ill employee (see MyCompass – "Our Program: Zero to 24").
Please note: prior consent to attend a doctor's review must be obtained.

ASSIST:

- with facilitating reasonable and necessary treatment
- with identifying and offering suitable duties immediately (where appropriate)
- with effective communication between all relevant parties

AFTERWARDS...

- Report the incident on CHES or via the Compass Incident and Emergency Line, once our employee's initial health and welfare needs have been addressed
- Refer to our Managing Workplace Injuries Poster and our 'Program 24 Plus' Fast Fact video
- Need More Information? Please visit www.compasscare.com.au or call the Compass Care team



COMPASS INCIDENT & EMERGENCY LINE
1300 725 305

PROGRAM
ZERO TO
24

