


Tool Box Meeting Record

Work Group/Contractor Name		Laing O'Rourke Rail Operations Hunter.	
Work Site	All worksites		
Supervisor	All Supervisors/Subcontractors to complete	Date Meeting Held	
Topics Discussed		Attendees (Print Name)	(Signature)
INJURY REPORTING AND MANAGEMENT.			
1. In light of a recent incident a subcontractor sustained an injury in the morning and thought he was ok to continue work. Over 3 hours later the injury worsened to a point the worker could not perform his work duties and had to be escorted to a medical centre for treatment. Although on some occasion the injury may be ok, all injuries no matter how minor must be reported so LORAC and ARTC are at least aware of the injury and can notify respective management. It can still be logged as a report only if the worker is able to continue without issue.			
See attached LORAC procedure in regards to Injury Management and Return to Work.			
Policies/Procedures/SWMS Developed or Reviewed			
LORAC System Requirement – Injury Management and Return to Work.			
Purchasing Requirements / Safety Implications			
Suggestions Offered			
Safety Rep Name & Signature		Terry Askew	
Supervisors Name & Signature			
LORAC Representatives Comments (if required)			
Signature		Date	
Distribution	Original Project File		Reference: [H & S]

HSE SYSTEM REQUIREMENT

SR INJURY MANAGEMENT AND RETURN TO WORK

PROCEDURE

If any LORAC employee, contractor, subcontractor, visitor or member of the public at any LORAC Project or Workplace is injured a LORAC management employee must be notified immediately. This would typically be the first aid officer/site safety representative who has the responsibility of contacting emergency services (if required) and/or facilitating medical treatment. A Personal Injury Report must be completed and the event must be recorded in IMPACT. As soon as is a reasonably practicable the LORAC Manager responsible for the workplace or project, e.g Project Leader, Factory Manager must be notified. Where the injured party is a LORAC employee or representative the Workers Compensation Team must be notified within 1 hour of seeking medical assessment. (workerscomp@laingorourke.com.au or via telephone 0438 751 650).

For any injuries of a serious nature an event investigation will be conducted in accordance with SR Event Management and Reporting.

Where an injured LORAC employee is required to attend a medical centre or hospital they should be accompanied by a LORAC representative who has the authority and knowledge to both advise and negotiate suitable duties available at the site or workplace with the treating medical practitioner.

The aim of the LORAC Injury Management and Rehabilitation Program is:

- To establish and maintain a timely and effective injury management system for injured workers
- To ensure that effective injury management and workplace rehabilitation is an accepted part of the workplace culture and adequate information is provided to workers about the injury management process
- To promote early intervention and return to work following a work related injury or illness by utilising transitional restricted duties, where practicable for injured workers
- To return the injured worker successfully back into the workplace in a manner that is sustainable by the worker
- To ensure consultation with the injured worker and other key parties is maintained so that the achievement of the mutually set rehabilitation goal is timely

It is a requirement under all State's Workers Compensation/Injury Management and Rehabilitation legislation that an employer must complete a RTW Plan/Workplace Rehabilitation Plan for all injured employees. As such the LORAC representative, injured employee & treating medical practitioner should agree the most suitable injury management for return to work as soon as practicable.