

SLSQ Procedure

Subject: Member Injury Reporting	Department: Administration
Procedure No: GOV10	Version No: 1
Effective Date: 21.09.2020	Approved Date: 23.09.2020
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Purpose

Provide information to affiliated entities on the process to be undertaken in reporting an injury to a member carrying out approved lifesaving activities.

Scope

This policy applies to all members, Clubs and Branches of Surf Life Saving Queensland and departments/ staff of SLSQ who are running events for volunteers.

Definitions

- **Approved Activity:** is any activity that is deemed to be approved by SLSA, SLSQ, Branches or Clubs* and includes
 - Patrols, junior activities water safety
 - Carnivals : Club, Inter Club/Branch, SLSQ and SLSA events
 - International events held in Australia only
 - Club, Branch or State training sessions (with an accredited coach / qualified trainer)
 - Direct travelling to and from the Club for Club duties (patrols or competitions). This is only for financial members attending an event or activity in a formal capacity. Proof of attendance must be readily available
 - Camps (Club, Branch, State), dinners, AGM etc
 - Special Events that are not normal lifesaving activities which have been approved by SLSQ i.e. water safety for a triathlon, club camps, out of ordinary fundraising activities, stalls at community events etc.

() Please note that this does not give Clubs or Branches permission to approve any activity they deem fit. All activities must be life saving related*

- **Compensable Injury** : an injury that arises out of, or in the course of employment or the injury will require medical treatment resulting in the issue of a medical certificate or require the members to have time off work
- **Contract of Insurance** : Each year a renewed Contract of Insurance (COI) is signed by both SLSQ and WorkCover Queensland. The Contract of Insurance is issued under *Section 26 of the Workers' Compensation and Rehabilitation Act 2003 (Queensland)*.
- **Employer** : Surf Life Saving Queensland
- **LIMSOC** : Lifesaving Incident Management System Operation Console
- **SOCC** : State Operations Communications Centre
- **Workcover Queensland** : provides worker's compensation insurance for Queensland employers, compensating and helping workers with their work-related injuries.
- **Volunteer Life Saver** : is restricted to persons who are a minimum of 14 years of age and registered members of an affiliated entity.

Background

- All employers must report injuries sustained to workers for which workers compensation may be payable by the Workers Compensation insurer.
- SLSQ holds a contract of insurance for our volunteer members whilst they are participating in approved activities.
- SLSQ is required to report any member injury (regardless of whether the member intends to lodge a claim or SLSQ does not agree the injury is compensable)
- Workcover Queensland advises that SLSQ must report an injury if
 - a worker sustains an injury
 - we are aware of the injury
 - the injury may be compensable
- SLSQ has eight (8) working days to report the injury to Workcover from the date of injury

Procedure

1. Member Injury Occurs

- 1.1 Clubs or SLSQ Staff are to ensure that the following is completed for a member injury immediately
 - Lodged via LIMSOC OR
 - SLSA Incident Report Form
- 1.2 Member injuries are to be logged via the State Operations Communication Centre (SOCC). This is done via LIMSOC as a notification, the SOCC will then contact you to complete the incident . If access to LIMSOC is not available please have injuries reported direct to the SOCC – the contact number is 5631 7400 and they are open 7 days a week from 7am – 5pm
- 1.3 Clubs or SLSQ Staff must ensure that all necessary personnel have access to forms and/or LIMSOC in the event of a member injury.

2. Lodgement of Incident Report Forms – Member Injury

- 2.1 LIMSOC Reports : these will be e-mailed direct to SLSQ for information and attention
- 2.2 SLSQ Incident Reports : Clubs, Branches or Staff are to e-mail these to kbarnes@lifesaving.com.au at the first business day after the injury occurs. When they are emailed – they are to be labelled as follows ‘Smith, John (Club Name)

3. Lodgement of Incident to Workcover

- 3.1 SLSQ will lodge the notification of any compensable member injury on behalf of the Clubs and Branches
- 3.2 Member Injuries will be added to the SLSQ Member Injury Database
- 3.3 Regular reports are provided to the Branch office on incidents and claims

4. **Post Lodgment**

- 4.1 The member will be sent a letter from SLSQ confirming lodgment of the incident.
- 4.2 A copy of the letter will be sent to the Members Club/s and Branch
- 4.3 If the member wishes to proceed to claim – they need to contact SLSQ and advise SLSQ of that.
- 4.4 Once a member injury is notified to SLSQ and/or a claim progresses – the Club and/or Member may be contacted to provide additional documents (including but not limited to)
- Copy of attendance sheet (patrol log, water safety log, sports training, nippers, training)
 - Copy of MSQ Form (if an IRB Related injury)
 - Copy of Risk Assessment
 - Proof that the activity is an approved club activity e.g. Sports Training sessions
- This will be done in line with current Workcover Claim procedures to ensure that if a claim does go ahead then we have items that we require to expediate the claim

5. **Claim**

- 5.1 Once a claim is lodged correspondence will be sent to the Member, Members Club and Branch advising them that the claim is lodged. Members must provide a Workers Compensation Medical Certificate and any other relevant documents before the claim can be assessed and approved
- 5.2 Once a claim is approved correspondence will be sent to the Member. Members Club and Branch. This will indicate the following
- Change to Membership Status to Leave/Restricted (SLSQ does this on Surfguard)
 - Opportunity for Suitable Duties Plan
- Note : Clubs and Branches are NOT permitted to remove the Leave/Restriction status of members without the permission of SLSQ.
- 5.3 To close a claim and return the member to ‘normal’ duties they must provide a Doctors Certificate indicating full return to normal duties with no further review/treatment and a copy of the SLSQ Return to Work Form indicating that they can do all duties as applicable.

Related procedure instruments

- Workers Compensation and Rehabilitation Act (2003)

Note : All in injuries for members Under 14 are also recorded and correspondence sent, however these are not logged with Workcover as this only relates to members 14 years of age and over. Nippers are covered through Marsh Insurance Personal Accident Insurance



Dave Whimpey
Chief Executive Officer