



HALLS HEAD BOWLING & RECREATION CLUB INC

WORKERS COMPENSATION POLICY 2023-2024

OBJECTIVE

The objective of this policy is to ensure that all employees are aware of their rights and obligations when making a claim for workers compensation. The Club is committed to operating a workplace where all staff are healthy, safe and free from risk of accidents, dangers and hazards.

SCOPE

All employees are entitled to make a claim for workers compensation where an illness or injury has occurred in the workplace. Worker's compensation is a legislative scheme designed by the State Government of WA to protect all employees in the event an illness or injury occurs at work.

PROCEDURE

if you suffer an illness or injury at work, or on your way to or from work at the Club, you must contact Management or Bar Manager.

A claim for workers compensation is made by submitting a bona fide WorkCover medical certificate, issued by a registered medical practitioner, to the Club Secretary.

Upon receipt of a bona fide WorkCover medical certificate the Club Secretary shall notify Club's insurance company and await their further advice about how to proceed in effectively managing the claim.

The Club, the insurer, any rehabilitation provider, and the staff member will maintain regular communication about the progress of the employee's recovery and the progress of the workers compensation claim.

BREACH OF POLICY

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

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Signed:  Club President Date: 10th June 2023

Signed:  Club Secretary Date: 19th June 2023

Next policy review date is June 2024