**Introduction**

The Early Intervention Program is a way of supporting an injured Worker who sustains a Minor injury in the workplace without the need to lodge a formal Workplace Injury Claim. **Note:** it is the Worker’s right at any time to lodge a formal Claim for Workers Compensation and should be encouraged to do so if the injury is not Minor in nature i.e., injuries that don’t require major modifications or restrictions to work duties or any time off work.

An Incident Form must be completed and provided to Catholic Safety & Injury Management (CSaIM) for all workplace injuries including those involving the Early Intervention Program.

Under the Early Intervention Program, the site will normally pay for several doctors’ visits, medication, and allied health sessions (e.g., physio, chiro, hydro etc.), without the requirement for the injured Worker to lodge a form Workplace Injury Claim. The general guideline for visits is up to four (4) GP consults and up to six (6) allied health sessions.

Early Intervention should not be used for injuries or illnesses that have incurred lost time.

**Note:** The Early Intervention Program do not relate costs associated with meeting WHS requirements for Workers, these should occur regardless and include items such as providing an ergonomic modification to the office environment (e.g., chairs or desks) where a Worker has raised concerns regarding soreness.

**The Process**

A Worker reports a Minor workplace injury to the Employer. **Note:** If the Worker requires time off and / or major changes to their work tasks, then the Early Intervention Program cannot be used, and a Workplace Injury Claim form must be submitted to Lawson Risk Management.

The Employer manager/supervisor offers Early Intervention Program support to the injured Worker and obtains a signed [**Early Intervention Program Acknowledgement Form (003F)**](https://cshwsa.org.au/download/3924/). A copy of this Form must be attached to the worker’s personnel files and a copy provided to CSaIM Team [injurymanagement@csaim.org.au](mailto:injurymanagement@csaim.org.au) for record keeping.

Worker provides GP / Allied Health / Medication receipts to manager / supervisor for re-imbursement and Employer reimburses the Worker directly.

Manager / supervisor keeps record of costs and at the end of the treatment, supplies cost details to CSaIM Team via email [injurymanagement@csaim.org.au](mailto:injurymanagement@csaim.org.au) detailing using the [**Early Intervention Program Employer Reporting Template (072F)**](https://cshwsa.org.au/download/4273/).

If the Worker subsequently lodges a Workplace Injury Claim, then the costs paid under the Early Intervention Program will be considered for reimbursement to the employer if the claim is accepted by Lawson Risk Management.