

# CIRCULAR



<b>Title:</b>	Member Injury Reporting and Workcover Claim Admin Update
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<b>Department:</b>	Ethical Standards & Risk Enterprise
<b>Audience:</b>	All Clubs - SLSQ QLD Branch, Club Presidents, SLSQ Regional Staff
<b>Summary:</b>	Update to member injury reporting and claim administration
<b>Date:</b>	16 February 2024

The safety, health and wellbeing of our members is Surf Life Saving Queensland's highest priority.

Under sections 133 and 133A of the *Worker's Compensation and Rehabilitation Act 2003* (Qld) SLSQ is required to lodge an incident notification with Workcover Queensland for each major injury.

SLSQ has updated the procedure for reporting member injuries, [GOV10 Member Injury Reporting](#).

Clubs and Branches are asked to ensure that all essential personnel are aware of this procedure for the coming season and have the necessary information and resources to report injuries.

## **SLSQ ADVICE FORM (CLUB) – WORKCOVER CLAIM**

Prior to a claim being approved clubs will be required to complete the SLSQ Advice form. This ensures that clubs are aware of and approving of the claim. This form must be signed by the Club President. This form will be emailed to clubs during the lodgement phase of the claim.

## **PRE-EXISTING DECLARATION FORM**

A Pre-Existing Injury Declaration Form has been created for members to declare if their injury is pre-existing or not. This form will be emailed direct to members (cc'd to the club) during the assessment phase of the lodgement process.

## **LEAVE/RESTRICTION**

Clubs are asked not to change Leave/Restricted category when set at a state level.

## **RECORDING ATTENDANCE AND RISK ASSESSMENTS AT CLUB ACTIVITIES**

Attendance Logs must be recorded for **ALL** approved club activities, including but not limited to Patrol, Training, Education sessions and club based activities eg. working bees. These records are required to assess and investigate a member injury.

This attendance sheet should include any trainers, facilitators, officials, or coaches of sessions.

Risk assessments are to be completed at all water based club approved activities, excluding patrols.



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## **LIMSOC REPORTING**

Paper forms will no longer be accepted for reporting member injuries.

Member injuries are to be reported to the State Operations Communications Centre (SOCC) via phone. Once the injury has been reported the SOCC will create an Incident through LIMSOC which will generate an IRL for completion. Please ensure you have all required information at hand when phoning the SOCC and ensure that all fields are completed as accurately and as detailed as possible in the IRL. To contact the SOCC phone 5631 7400, open between 7am and 5pm, 7 days.

*Note: An Incident must be created for Member Injuries. Member Injuries must not be logged as a Minor First Aid. If a minor first aid log is completed by mistake please notify the SOCC as soon as possible to correct this.*

## **RESOURCES**

SLSQ in an effort to provide information and support to clubs and members have created an easy to follow member injury reporting flowchart, please see link below.

[Member Injury Reporting Flowchart](#)

It is advisable that this resource is:

- Provided to necessary personnel within the club.
- Printed and put on display in the club first aid room.