



SADA UPDATE



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This “Q and A” Update is about Work Health and Safety and Workers Compensation.

1. Who is a Person Conducting a Business Unit?

A person conducting a business or undertaking (PCBU) covers a broad range of modern work relationships and business structures. These include someone operating a business or undertaking for-profit or not-for-profit, whether alone or with others. The definition of a PCBU focuses on work arrangements and the relationships involved in carrying out that work.

2. Does my workplace need to have Policies and Procedures?

Yes. As an employer you are regarded as a Person conducting a Business Unit regardless how small or large your workplace is.

The primary duty of a PCBU under section 19 of the WHS Act is to ensure, so far as is [reasonably practicable](#), that the health and safety of workers and others, such as clients, visitors and customers, is to not be put at risk by the work carried out by the business or undertaking. This duty requires PCBUs to provide and maintain safe workplaces.

3. Where is more information available?

SafeWork SA has valuable information which can be accessed at these links

- a. [Farmers' guidebook to work health and safety | SafeWork SA](#)
- b. [Agriculture | SafeWork SA](#)
- c. [Resources | SafeWork SA](#)
- d. [Codes of Practice | SafeWork SA](#)
- e. [Injury Management Services | Gallagher Bassett](#)

4. What if there is a workplace accident?

Injured workers are covered by the Return to Work workers compensation Scheme.

ReturnToWorkSA has two Agents that manage claims on our behalf. They are EML and Gallagher Bassett. Your claims agent is responsible for the management of your claim. They are your first point of call if you have a question about your claim.

Every workplace is allocated to one of these Agents. If you do not know which one is your Agent contact Return to Work Corporation.

Telephone 131855 or +61 8 8233 2343 (outside Australia)

Between 8:00am – 6:00pm Monday to Friday.

Email: info@rtwsa.com

Office: 400 King William Street, Adelaide SA 5000 between 8:30am and 5:00pm Mondays to Fridays.

5. What do I do if there is a workplace accident?

If you have appointed a First Aid Officer with a current First Aid Certificate, ask them to attend to the injured worker.

For more serious accidents contact SA Ambulance or Medical clinic for advice.

If the accident results in a serious injury or injury you must notify SafeWork SA as soon as is practical.

A serious injury or illness of a person includes immediate treatment as an in-patient in hospital for any duration, even if the stay is not overnight or longer.

6. Advise your RTWSA Agent

Employers who report workplace accidents within 5 business days of becoming aware of the injury will not be required to pay the first two weeks' wages.

Following receipt of the claim, your RTWSA Agent will assess the claim and if it is determined to be work related, the injured worker may be paid up to 100% of wages for up to 12 months, and 80% for the following 12 months. In addition, the injured worker is entitled to medical expenses for up to 3 but serious injuries may exceed these limits.

Injured workers and employers have a mutual obligation to have early intervention strategies to assist the worker to return to pre-injury duties. The longer the absence the harder it is for the worker to return to work, and the higher the levy costs will be to the employer and the industry levies.

a. EML

Phone: 08 8127 1100

Toll free: 1300 365 105

[Email](#) | [Website](#) | [New claims](#)

Address: Level 15, 26 Flinders Street, Adelaide SA 5000

Postal address: GPO Box 2575, Adelaide SA 5001

b. Gallagher Bassett

Phone: 08 8177 8450

[Email](#) for general enquiries | [Email](#) for new claims | [Website](#)

Address: Level 3, 115 Grenfell Street, Adelaide SA 5000

Postal address: GPO Box 1772, Adelaide SA 5001

For further information go to [Injury Management Services](#) | [Gallagher Bassett](#)

Workers' compensation claims can be complex, especially if decisions are appealed, and you are encouraged to contact us as soon as you can for advice. If you have any queries, please contact SADA office on 8293 2399 or email: sada@sada.asn.au