

THE FIRST TWO WEEKS

A simple checklist for employers after an injury or new health concern.

WORKER NAME

DATE OF INJURY OR ONSET

DAY 1 TO 2

- ☐ Check in and ask how they're going, not just when they'll be back
- ☐ Encourage a GP visit, and a certificate of capacity if it's work-related
- ☐ Record the injury and pass any claim to the insurer promptly

WEEK 1

- ☐ Talk about what they can do, not just what they can't
- ☐ Offer suitable duties or adjustments in writing
- ☐ Fill in the treating team contact sheet
- ☐ Agree when you'll check in next

WEEK 2

- ☐ Check in again. Is it settling?
- ☐ If not, ask about an early Exercise Physiology referral
- ☐ Watch for early warning signs (see our one-pager)
- ☐ Ask about other health conditions that might need a GP care plan

NOTES