

### One Day Workshop

Most workplaces need to accommodate ill and injured workers. This program provides an overview of the key areas of legal risk and explores strategies for addressing these risks.

#### Learning Outcomes

At the end of this program participants will:

- be aware of legal risks when managing ill and injured workers at various stages of their employment
- understand how to determine the inherent requirements of a position
- understand a process for assessing an employee's fitness for work
- be aware of issues relating to accessing and using medical reports
- be aware of the interaction between privacy, OHS, workers compensation, discrimination and employment laws
- be able to identify steps to take to minimise risk when terminating the employment of injured workers.

#### Designed For

Human resource professionals, managers and supervisors.

#### Workshop time

9.00am – 4.30pm

#### Workshop dates

Sydney	Melbourne	Brisbane	Perth	Canberra
5 March 2008	4 March 2008	12 March 2008	13 March 2008	11 March 2008

#### Cost

\$900 + \$90 GST per person for the workshop.

#### Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax 02 9258 6999 or email [workplacetraining@blakedawson.com](mailto:workplacetraining@blakedawson.com)

#### Further Information

For further information please email [workplacetraining@blakedawson.com](mailto:workplacetraining@blakedawson.com) or visit our website

**[www.blakedawson.com/workplacetraining](http://www.blakedawson.com/workplacetraining)**

# Managing Ill and Injured Workers

## Course Content

Through an interactive discussion and activity-based program, this program covers:

- Accessing and using medical reports
- Differences in managing employees with work related and non-work related injuries
- Disability discrimination, reasonable accommodation and unjustifiable hardship
- What to do when paid leave runs out
- Managing risks on termination of employment
- Impact of Labor government policy changes.

Please select:

Sydney (5 March)    Melbourne (4 March)    Brisbane (12 March)    Perth (13 March)    Canberra (11 March)

**This document will be a tax invoice for GST purposes when fully completed and payment made.** (ABN: 75304286095)

### Your details

Title \_\_\_\_\_ Surname \_\_\_\_\_ First name (for badge) \_\_\_\_\_

Position \_\_\_\_\_ Company name \_\_\_\_\_

Address (for all correspondence) \_\_\_\_\_

City \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email \_\_\_\_\_ Dietary requirements \_\_\_\_\_

### Payment (American Express and Diners Club not accepted)

A cheque made payable to Blake Dawson for \$ \_\_\_\_\_ is enclosed

Please charge \$ \_\_\_\_\_ to:  MasterCard    Visa

Card number \_\_\_\_\_ Expiry Date \_\_\_\_\_ 3 Digit Verification code \_\_\_\_\_

Name on card (please print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

### Payment is required prior to attendance.

#### CONFIRMATION

We will confirm your place upon receipt of registration form and payment. Places are limited. We reserve the right to refuse any registration. All materials and meals will be provided.

#### CANCELLATIONS AND DISCLAIMER

If you are unable to attend, a colleague is welcome to attend in your place or you may be able to transfer to another program. WE REGRET THAT REFUNDS ARE NOT AVAILABLE.

We reserve the right to alter this calendar without notice or to cancel any program. No information given at our training programs constitutes legal advice.

#### PRIVACY

You can find our Privacy Policy on our website at [www.blakedawson.com](http://www.blakedawson.com)

This document has been authorised by Blake Dawson.

The firm can be contacted by emailing [marketing@blakedawson.com](mailto:marketing@blakedawson.com)

## Registration Form and Further Information

Please send registration form and payment to:

Deanna Mireles

Blake Dawson, Locked Bag N6, PO Grosvenor Place, Sydney NSW 1217

F 02 9258 6999

E [workplacetraining@blakedawson.com](mailto:workplacetraining@blakedawson.com)

# Blake Dawson

(Please insert your company name and address below)

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T 61 2 9258 6000  
F 61 2 9258 6999  
DX 355 Sydney

Locked Bag N6  
Sydney NSW 2000  
Australia

ABN 75 304 286 095

**Our reference**  
JAD 0214267688

**Date of issue**  
15 January 2008

## Blake Dawson Workplace Training

**Program:** Managing Ill and Injured Workers

**Date:** March 2008

<b>Amount due</b> \$990.00
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**Payment due**  
Prior to attendance

Registration fee payable for attendance by \_\_\_\_\_

Please select location of program:

Sydney     Melbourne     Brisbane     Perth     Canberra

**Total for this bill** **\$900.00**

GST **\$ 90.00**

**Total amount payable (inclusive of GST)** **\$990.00**

Please send a copy of this **invoice** with your **registration form** and **payment** to:

Deanna Mireles  
Blake Dawson  
Locked Bag N6  
Sydney NSW 2000

### Statement

In this statement references to "the Act" are to the Legal Profession Act 2004 (New South Wales).

If the costs and disbursements in this bill are unpaid for 30 days or more after you have been given this bill interest is payable on the unpaid costs and disbursements at a rate of 7.5% per annum, unless we have agreed otherwise.

The following avenues are open to you if there is a dispute in relation to our costs and disbursements which you are not able to resolve by discussions with us. You may:

- Apply for an assessment of our costs and disbursements under Division 11 of Part 3.2 of the Act. Under section 350 of the Act you must apply for an assessment within 12 months after:
  - the bill was given or a request for payment was made; or
  - the costs were paid if neither a bill was given nor a request was made.However, unless you are a sophisticated client (which is defined in the Act), a costs assessor may deal with an application after the 12 month period in certain circumstances which are set out in section 350(5) of the Act.
- Apply to set aside our costs agreement or a provision of our costs agreement under section 328 of the Act.
- Refer the dispute to mediation under Division 8 of Part 3.2 of the Act if the amount in dispute is less than \$10,000. A dispute may be referred for mediation under section 336 of the Act at any time before an application for an assessment of the whole or any part of the bill is accepted by the Manager, Costs Assessment, who is defined in section 4 of the Act.

EFT Payment – Bills Only  
Account Name: Blake Dawson  
Bank: ANZ  
BSB: 012 003  
Account No: 002791213  
Swift Code: ANZB AU 3M  
Reference: WPT MIIW *surname*

**Account Enquiry**  
Deanna Mireles  
E: deanna.mireles@blakedawson.com