

RETURN TO WORK POLICY

EMPLOYER RESPONSIBILITIES

As employers we are committed to;

- Providing and upholding a work environment that is safe and without risk to the health of our employees, whilst continually striving to prevent work related injuries.
- Providing early rehabilitation after an injury consistent with the nature of the injury/illness, after seeking appropriate medical advice.
- Providing support to the injured employee throughout the rehabilitation process to minimise the effects of the injury and ensure that an early return to work is a normal practice and expectation.
- Providing meaningful, suitable duties/ employment for an injured employee as soon as it is safely possible, and as far as is practicable in the workplace.
- Consulting with employees and where applicable any union or committee representative to ensure the return to work program operates effectively.
- Ensuring that participation in a return to work program will not itself prejudice an injured employee.
- Providing a return to work co-coordinator for all employees.

RETURN TO WORK PLANS

When an injury occurs;

- First aid will be provided immediately by a qualified first aider
- Employees are required to notify their supervisor of any injury as soon as practicable.
- The injury is notified to the nominated supervisor who will conduct an incident report/ investigation with the objective of preventing a recurrence. All incidents need to be reported to the RTW Coordinator
- The Company are required by law and will notify the relevant insurer: **Workcover NSW** of any significant injury and any other injury that occurs within 48 hours or knowing the injury occurred.

Following an injury;

- The return to work coordinator will assist in developing and complying with an individual injury management plan for an injured employee.
- The return to work coordinator will maintain a case file and protect the confidentiality of this information.
- Appropriate assistance will be given to workers permanently unable to return to pre-duties.

Finding suitable duties;

- When an injured employee is capable of returning to work based on medical advice, an individual return to work plan will be developed offering suitable duties that will be identified after consultation with relevant parties and will be specified in writing.
- All individual return to work plans will be reviewed in a structured way to accomplish the goal of return to pre-injury duties.

AUTHORISED BY

Name: Billie Sharp

Position: General Manager

Date: 25/10/2018

Signed:

