



Policy – Worker's Compensation, Return to Work and Rehabilitation

Purpose

[Company] are committed to ensuring all employees are informed of their rights and obligations in relation to worker's compensation. We are also committed to the rehabilitation and return to work of our injured workers.

This policy complies with the [Company] Work Health & Safety Policy and relevant Work Health and Safety legislation and Worker's Compensation legislation (the Legislation).

Scope

This policy applies to all employees of [Company].

Policy

The Legislation requires that employees be made aware of the Return to Work process. Information about Worker's Compensation is provided by our insurer, [Insurer].

This policy sets out the required actions to be taken by all employees of [Company].

Definitions

Worker's Compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment

Return to Work is a commitment to assisting injured workers to remain at work or return to work safely and as soon as possible following a workplace injury or illness.

Rehabilitation is a treatment or treatments designed to facilitate the process of recovery from injury, illness, or disease, to as normal a condition as possible.

Content

[Company] commit that:

1. We will take all steps that are reasonably practicable to prevent injury and illness by providing a safe and healthy working environment
2. We will participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
3. We will support the injured worker and ensure that early return to work is a normal expectation
4. We will provide suitable duties for an injured worker as soon as possible

5. We will ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities:

You have the right to:

- nominate your own treating doctor who will be involved in your injury management plan
- choose your own approved workplace rehabilitation provider, if necessary
- be actively involved in the planning of your return to work.

You must:

- take care to prevent work injuries to yourself and others
 - notify your employer of an injury as soon as possible
 - comply with your injury management plan
 - provide accurate information about any aspect of your claim (including the injury and its cause)
 - notify the agent/insurer if you get a job or if you earn extra income from your job while you are receiving weekly benefits
 - attend medical and rehabilitation assessments
 - cooperate in workplace changes that will assist other injured workers. If you do not comply with your injury management plan, the agent/insurer may suspend your benefits
6. We will consult with our workers and, where applicable, unions to ensure that the return to work program operates as smoothly as possible
 7. We will maintain the confidentiality of injured worker records
 8. We will not dismiss a worker as a result of a work-related injury within six months of becoming unfit for employment.

Procedures

Notification of injuries

- All injuries must be notified to your Manager as soon as possible
- All injuries will be recorded on an Incident/Near Miss Investigation form
- Our Worker's Compensation Scheme Agent (see below) will be notified of any injuries within 48 hours

Recovery

- We will ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible
- The injured worker must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning the return to work

Return to work

- We will arrange a suitable person to explain the return to work process to the injured worker
- We will ensure that the injured worker is offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices
- We will arrange for the worker's return to work (subject to medical and rehabilitation provider advice)

Suitable duties

- When the injured worker, according to medical advice, is capable of returning to work we will develop an individual return to work plan
- We will undertake to provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition
- Depending on the individual circumstances of the injured worker, our suitable duties may be:
 - at the same worksite or a different worksite
 - the same job with different hours or modified duties
 - a different job
 - full-time or part-time

Dispute resolution

- If disagreements about the return to work program or suitable duties arise, we will work together with the injured worker and any union representing them to try to resolve the disagreements
- If we are unable to resolve the dispute, we will involve our Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant
- If you need help or advice on what you should do, contact the WorkCover Claims Assistance Service on 13 10 50
- Refer to the Worker's Compensation Commission (WCC) who handle conciliation of all claims for most workers – application forms for conciliation are available directly from the WCC or the WorkCover Information Centre on 13 10 50

Contacts:

Workplace contact for return to work program

Name: [Contact Name]

Phone: [Contact Phone]

Workers Compensation Scheme Agent

Name: [Insurer] - Agent for the NSW WorkCover Scheme

Address: [Address]

Phone: [Phone]

Email: [\[Email\]](#)

Approvals & review

Policy review date:	
Policy approved by title:	[Company]
Policy approved by signature:	