

Occupational Rehabilitation Policy and Return-To-Work Program

Section 109 of the Workers Compensation Act 1951 states:

- 1 An employer (other than a non-business employer) must establish a return-to-work program in relation to policies and procedures for the rehabilitation (including, if necessary, vocational rehabilitation) of injured workers of the employer.
- 2 An employer's return-to-work program must not be inconsistent with the injury management program of the employer's insurer and is of no effect to the extent of any inconsistency.

Policy

- We, the employer will prevent injury and illness by providing a safe and healthy working environment.
- We will ensure all employees are aware of their rights and responsibilities under the Workers Compensation Act 1951.
- We will ensure that Occupational Rehabilitation is commenced as soon as possible after a workplace injury has been sustained and that it is aimed at the restoration of the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable.
- We will ensure the return to work process is commenced as soon as possible after an injury has been sustained and that it is a managed process aimed at maintaining injured workers, or returning them to suitable employment for which they are fit.
- We will actively participate in the early intervention and injury management process as set out in Zurich's Injury Management Program.
- We will provide suitable and alternate duties for injured workers within their capacity where appropriate.
- We will consult with workers and where applicable, any industrial union of employees representing those workers in developing rehabilitation programs.
- We will ensure an injured worker will not be disadvantaged or prejudiced while undertaking rehabilitation.

Procedures

1. When an injury is sustained

- The injured worker must give notification that they have sustained a workplace injury as soon as possible after the injury is sustained.
- We will notify Zurich within 48 hours after becoming aware that the worker has received a workplace injury.
- The nominated Return To Work Coordinator (see below) will contact the injured worker to ensure:
 - The injured worker receives information on the rehabilitation process and associated benefits.
 - Early intervention has occurred and appropriate, adequate and timely services based on an assessment of the workers needs are provided.
 - Appropriate assistance is being provided in the injury management process to prepare the injured worker for a safe and timely return to work.
 - In the case of a significant injury where it is expected that there will be seven or more days of incapacity we will take part in the establishment of a personal injury plan.

The nominated Return To Work Coordinator for this company/worksite is:

2. Involving an accredited rehabilitation provider

- If an injured worker is unlikely or unable to resume their pre injury duties or cannot do so without alteration to the workplace or working arrangements, the Return To Work Coordinator will consult with the injured workers treating doctor, Zurich and/or the nominated Rehabilitation Provider to obtain assistance and guidance.

The following rehabilitation providers are available to assist in the rehabilitation of those workers who suffer a worksite injury or illness.

Provider	Address	Telephone number

Note : The worker has the right to choose their own treating doctor and rehabilitation provider or to change during the rehabilitation process.

3. Case management procedures

- The Return To Work Coordinator will ensure that an individual return to work plan has been developed in consultation with all key parties and in accordance with Zurich's Injury Management Program. The return to work plan is to be developed in line with the injured workers specific needs.

4. Suitable duties

- The Return To Work Coordinator, in consultation with: the injured worker, their treating doctor, the personal injury management plan and Zurich, will ensure that individual return to work strategies are developed for each injured worker.
- Suitable and appropriate duties for partially incapacitated workers are to be meaningful, productive and consistent with the injured workers capabilities.
- The identified duties are to be time limited, monitored closely and regularly upgraded.
- Identified suitable duties that have been agreed upon by all parties will be specified in a return to work plan that has been written by the Return To Work Coordinator, injury management adviser or rehabilitation provider.

5. Consultation

- The Return To Work Coordinator will consult with injured workers (*and where applicable any industrial union representing the injured worker*) to ensure workers are informed of their rehabilitation rights and responsibilities and of company policies on rehabilitation.

6. Disputes

- The Return To Work Coordinator will make every endeavour to resolve any disputes by way of consultation with the injured worker and if appropriate the industrial union representing the worker.

7. Other (Any further procedures specific to the workplace)

- These policies and procedure will come into effect as of the _____ and may be reviewed and amended by agreement.

If you need further assistance on your responsibilities, please contact Zurich Australian Insurance Limited or the WorkSave ACT.