

Return-To-Work Programme for injured workers

(in accordance with Section 109 of the ACT Workers Compensation Act 1951)

Policy

Employers should:

- ▶ Aim to prevent injury and illness by providing a safe and healthy working environment;
- ▶ Ensure that the Return-To-Work process commences as soon as possible after an injury, in a manner consistent with medical advice;
- ▶ Provide suitable work (modified, selected duties) where practicable, for an injured worker, as an integral part of the Injury Management/Return-To-Work process;
- ▶ Consult with workers and where applicable, any industrial union to ensure that the Return-To-Work Program operates effectively;
- ▶ Ensure that participation in a Return-To-Work Program does not, in itself, prejudice an injured worker;
- ▶ Co-operate with GIO's Injury Management Program and participate in the creation of Personal Injury Plans, which are established by GIO for injured workers;
- ▶ Comply with WorkCover guidelines if and when issued.

Procedures

1. When an injury occurs

The injured worker must notify the employer as soon as possible after the injury occurs. The employer must notify GIO within 48 hours of becoming aware of a workplace injury. There are financial penalties that apply to employers for injuries that are late reported. GIO will take action under its Injury Management Program within 3 business days after it receives the injury notice. If the injury is a significant injury, this action will include making contact with the injured worker, the employer and where appropriate and practical, the worker's Nominated Treating Doctor.

2. Nominating a Treating Doctor

The worker must nominate a Treating Doctor who will be responsible for medical management of the injury and who will co-operate with the development and implementation of the Personal Injury Plan.

3. Involving a Rehabilitation Provider

When an injured worker is unable to resume their pre-injury duties or cannot return to work without alteration to the workplace or work practices, the Insurer and the employer will consult with the Nominated Treating Doctor and/or the Rehabilitation Provider to obtain assistance and guidance.

4. Providing suitable work for injured workers

The employer, in consultation with the Nominated Treating Doctor, Insurer and Rehabilitation Provider, will ensure that individual return to work strategies are developed for each injured worker. Where the injured worker is able to return to work in some capacity, the employer is required to provide suitable work for the injured worker that is the same as, or equivalent to the pre-injury employment. Wherever such work cannot be offered the employer must provide, wherever possible, other work that is meaningful and productive.

5. Consultation

The Return-To-Work Program must be established by the employer in consultation with the workers to whom it relates, any industrial union representing the workers and an approved rehabilitation provider.

6. Disputes

The employer will try to resolve disputes by consulting with the worker, insurer and, where applicable, the industrial union representing the worker.

7. Other

(include here any further procedures specific to your workplace).

These policies and procedures will come into effect as of the

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 and may be reviewed and amended by the agreement of the undersigned or their representatives.

Signed

Employer’s representative

Date

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Signed

Worker’s representative

Date

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Note: All employers must establish a Return-To-Work Programme and display or notify it at places of work under the employer’s control.