

Return to Work Program for Injured Workers

Policy

GIO, as an agent for WorkCover NSW, is committed to the return of injured workers to pre-injury duties as soon as possible following an injury, the reduction of claims costs and the reduction of the cost of workers compensation premiums. Under the Workplace Injury Management and Workers Compensation Act 1998, NSW employers have well-defined responsibilities. These responsibilities include:

- Preventing injury and illness by providing a safe and healthy working environment
- Ensuring that the Return-to-Work process commences as soon as possible after an injury in a manner consistent with medical advice
- Ensuring that Return-to-Work as soon as possible after an injury is a normal practice and expectation
- Providing suitable duties, where practicable, for an injured worker, as an integral part of the Injury Management/Return-to-Work process
- Consulting with workers and, where applicable, any industrial union to ensure that Return-to-Work Programs operate effectively
- Ensuring that participation in a Return-to-Work program will not, in itself, prejudice an injured worker
- Participating and cooperating with GIO's Injury Management Program and Injury Management Plans which are established by GIO for injured workers
- Complying with WorkCover NSW Guidelines if and when issued.

Procedures

1. When an injury occurs

The worker must notify the employer as soon as possible after an injury occurs. The employer must notify GIO within 48 hrs of becoming aware of a workplace injury. The Return-to-Work Coordinator (nominated hereunder) will contact the injured worker to ensure that appropriate medical attention is received and to prepare the injured worker for a safe and timely Return-to-Work consistent with medical advice.

2. Nominating a treating doctor

The worker must nominate a Treating Doctor who will be responsible for medical management of the injury and cooperate with the development and implementation of the Return-to-Work Program and Injury Management Plan.

3. Involving a Rehabilitation Provider

Sometimes an approved rehabilitation provider may be engaged at the request of the employer, nominated treating doctor, injured worker or GIO to assist with the identification of suitable duties and preparation of a return to work plan and to coordinate rehabilitation strategies that ensure the worker is able to safely perform their duties. An injured worker has the right to choose his/her own approved rehabilitation provider.

4. Finding suitable duties

The Return-to-Work Coordinator, in consultation with the injured worker, Nominated Treating Doctor and Rehabilitation Provider where appropriate, will ensure that individual Return-to-Work strategies are developed for each injured worker. Suitable duties for partially incapacitated workers will be meaningful, productive and consistent with remaining capabilities.

5. Consultation

The Return-to-Work Coordinator will consult with workers (and where applicable, any industrial union representative) prior to any arrangement for the return of an injured worker from suitable duties.

6. Disputes

The Return-to-Work Coordinator will try to resolve disputes by consulting with the worker, the Rehabilitation Provider and where applicable, the industrial union representing the worker.

7. Other

Include any further procedures specific to your workplace.

Medium to Large Employers (more than 20 workers or with workers compensation premiums exceeding \$50,000.00) should complete the fields below.

Return-to-Work Coordinator

Nominated Provider

These policies and procedures will come into effect as of the / / and may be reviewed and amended by the agreement of the undersigned or their representatives.

Signed:

Signed:

Employer's Representative:

Worker's Representative:

Date: / /

Date: / /

Note: All employers must establish a Return-to-Work Program and display or notify it at places of work under the employer's control. Part 2 of the Workers Compensation (Workplace Injury Management) Regulation 1995 provides further details.

