W 2 Workers’ Compensation

# Return to Work Policy

**1. Commitments of the Company**

***[Insert name of employer]*** values the health and safety of its workers and is committed to providing a safe workplace. However, the Company acknowledges that injuries may occur. This Return to Work Policy provides a framework to ensure that the Company and its workers cooperate to ensure that workers successfully return to work following an injury.

**2. Responsibilities**

**Workers**

Workers are required to:

* notify their manager of any injury as soon as is practicable and complete an accident/incident form;
* make reasonable efforts to actively participate and cooperate with the company in planning their return to work;
* actively use an occupational rehabilitation service and cooperate with the provider of that service;
* actively participate and cooperate in any assessment of:

a) the worker’s capacity to work;

b) rehabilitation progress; and

c) future employment prospects;

* make reasonable efforts to return to work in suitable employment or their pre-injury employment; and
* participate in any interview for the purpose of enhancing the worker’s opportunity to return to work.

If the worker fails to comply with these responsibilities, the Company may end their compensation benefits.

**The Company**

To the extent that it is reasonable to do so, the Company will:

* provide to the worker:
* suitable employment, taking into account the capacity of the worker as a result of the injury; and
* pre-injury employment, if the worker no longer has an incapacity to work;
* plan the worker’s return to work by:

a) obtaining relevant information about the worker’s capacity to work;

b) considering reasonable workplace support, aids or modifications to assist in the worker’s return to work;

c) assessing and proposing options for suitable employment and pre-injury employment; and

d) consulting with relevant parties;

* consult with the worker, the worker’s healthcare practitioner and any provider of occupational rehabilitation services about the return to work of the employee by:

a) sharing information about the worker’s return to work;

b) providing a reasonable opportunity for those persons to consider and express their views about the worker’s return to work; and

c) taking those views into account; and

* inform the insurer of all injuries within 48 hours of their occurrence.

The obligations of the company will extend for the requisite statutory period from the date upon which the company first becomes aware that the worker has made a claim for compensation, or submitted a medical certificate that relates to a claim for compensation.

**The Return to Work Coordinator**

The Return to Work Coordinator will ensure that both the Company and the worker honour their obligations under this policy.

**3. The designated Return to Work Coordinator is:**

Name:.....................................................................................

Phone:.....................................................................................

Email:......................................................................................

**4. Involving a rehabilitation provider**

Rehabilitation providers are available to assist in the return to work of workers who suffer a workplace injury or illness. Referral to the following accredited providers may be considered where the Return to Work plan is complex and requires specialist knowledge:

***[insert preferred accredited providers]***

Injured workers retain the right to nominate an accredited rehabilitation provider of their own choice.

**5. Approval**

This program will be regularly reviewed and represents [insert name of employer]’s commitment to workplace rehabilitation and returning injured employees to work.

This program was developed in consultation and is endorsed by:

***[Insert names of employee representatives of the health and safety committee]***

**6. Disputes**

If any disputes arise regarding return to work issues they will be resolved in accordance with any relevant procedures specified in written directions issued by the Minister.

**7. Further information**

Further information regarding this policy is available upon request.