King’s Baptist Grammar School

WORK HEALTH & SAFETY POLICY 12
REHABILITATION AND RETURN TO WORK

King’s Baptist Grammar School’s is committed to the rehabilitation of employees who are injured at work and to ensuring that such employees remain at work, or return to work as soon as possible, after they have sustained an injury.

King’s Baptist Grammar School has instituted the following procedures in consultation with staff and the Work Health and Safety committee. The procedure describes how rehabilitation and return to work is to be implemented in the workplace and documents the roles and responsibilities of all employees – including management.

Procedure

Roles and responsibilities

Specific duties and responsibilities are assigned to:
1. Work Health & Safety Committee
2. Rehabilitation and return to work coordinator
3. Managers and supervisors
4. Injured employees
5. Other employees

1 The Work Health & Safety Committee

The Work Health and Safety Committee is responsible for communicating WHS and rehabilitation procedures in the workplace. Committee representatives:
1.1 may, where appropriate, be actively involved in the rehabilitation of injured employees in order to assist in a speedy and safe return to work
1.2 will maintain confidentiality of individual workers
1.3 may, where appropriate, assist in developing and implementing preventative measures into the workplace

2 Rehabilitation and return to work coordinator

The rehabilitation and return to work coordinator plays a pivotal position in the successful return to work of injured employees. King’s Baptist Grammar School has appointed an employee to this role. The rehabilitation and return to work co-ordinator will co-ordinate and monitor rehabilitation in the workplace, working with injured employee, managers and/or supervisors, treating medical practitioners, medical experts and contracted vocational rehabilitation service providers.

Your coordinator is Darren McDonald and can be contacted on 8289 0222 ext 214
2.1 The responsibilities of the rehabilitation and return to work coordinator are to:
   - assist injured employees to remain at work where practical, or to return to work as soon as possible, after they have sustained an injury
   - liaise with the case manager in the preparation and implementation of a rehabilitation and return to work plan for injured employees
   - liaise with any persons involved in the rehabilitation, or the provision, of medical services to injured employees
   - monitor the progress of an injured employee’s capacity to return to work
   - take steps to, as far as practicable, prevent the occurrence of secondary injuries when workers return to work

2.2 Initial action
   King’s Baptist Grammar School believes that rehabilitation commences immediately after the injury is sustained.
   The rehabilitation and return to work coordinator should be notified (in person, by telephone, fax or email) of all incidents or accidents as soon as possible – preferably within 24 hours.
   On being notified of an incident or accident, the rehabilitation and return to work coordinator will:
   - ensure that the employee’s immediate needs are met (e.g. transport for treatment is organized, family members are notified etc)
   - ensure the employee seeks immediate medical attention
   - ensure any hazards that lead to the incident are identified and prompt action taken to prevent further incidents of injury
   - obtain as much relevant information regarding the injury as possible
   - in conjunction with the injured worker, complete an incident report as soon as possible, preferably by the end of the work day following the day of the accident

2.3 Follow-up action
   The rehabilitation and return to work coordinator will make considered contact with the injured employee within 12 hours of the incident or accident occurring.
   The rehabilitation and return to work coordinator will:
   - ensure that the injured employee
     - understands the rehabilitation and return to work coordinator role
     - is provided with the workplace rehabilitation procedures
     - is given a relevant contact information, a worker’s compensation Claim form and an Authority to Release and Obtain Information Form to sign, allowing the treating doctor to release information
     - is given a copy of the Work Cover publication ‘Injured at work’
   - arrange a meeting with the injured employee, within an appropriate timeframe, to initiate discussion about the employee’s rehabilitation and return to work
   - maintain regular contact with the injured employee
   - subject to the injured employee signing a Authority to Release form, contact the treating medical practitioner to obtain medical guidelines for a return to work
   - meet with the injured employee after the initial contact to:
     - clarify the employee’s need for assistance to minimize the impact of the injury
     - clarify medical guidelines/restrictions
     - establish if any other treating specialists or rehabilitation specialists are required
provide duties within the guidelines/restrictions
establish a suitable duties schedule that documents the internal return to work plan
assist in the preparation and implementation of a rehabilitation and return to work plan if the case manager requests that a contracted vocational rehabilitation service provider develops a rehabilitation and return to work plan

3 Managers and supervisors
3.1 The responsibility of managers and supervisors is to:
assist the rehabilitation and return to work coordinator and the contracted vocational rehabilitation service provider (if appointed) to identify alternative duties that are within the medical guidelines for an injured worker
maintain confidentiality
ensure the rehabilitation procedure is followed
support and re-assure the injured employee during their return to work
ensure the injured employee adheres to the suitable duties schedule (or rehabilitation and return to work plan) and complies with medical restrictions
manage co-workers’ responses and ensure that the workplace is a supportive environment for the injured worker
report any issues to the rehabilitation and return to work coordinator

4 Injured employees
4.1 The responsibility of an injured employee is:
report a workplace incident, near miss or injury to the employer (including the rehabilitation and return to work coordinator) as soon as possible
undertake appropriate treatment for their injury
obtain a Work Cover Medical Certificate if they have time off work and/or make a claim
actively participate in their treatment and rehabilitation process
perform suitable duties and/or undertake suitable employment
abide by agreed medical restrictions
attend any examination by a doctor or workplace rehabilitation consultant nominated by their case manager
advise their case manager if they change contact details
communicate any changes in medical restrictions to the employer
provide an updated medical certificate to their employer

4.2 Management recognizes that each employee has the right to:
make a claim for compensation
have a treating doctor/specialist of their choice and obtain a second opinion from a specialist
be treated with dignity and respect
be actively involved in all decisions and actions relating to their rehabilitation
have a representative (a family member, union official, or WHS representative) attend any meeting at which the employee’s rehabilitation and return to work is being discussed
seek independent advice before signing any documentation
have personal and medical information kept confidential
the provision of a copy of the suitable employment schedule or a rehabilitation and return to work plan that takes proper account of the employee’s individual needs
have an interpreter at meetings and appointments if required
5 Employers' rights and responsibilities

5.1 King’s Baptist Grammar School has the responsibility to:
- provide a safe working environment and safe systems of work
- provide suitable employment in accordance with Section 58B of the Workers Rehabilitation and Compensation Act 1986 and be actively involved in an injured worker’s rehabilitation
- comply with the requirements of an injured employee’s rehabilitation and return to work plan (if established by Work Cover SA)
- keep in touch with an injured employee’s case manager
- not terminate a worker’s employment without first giving the Corporation and the worker at least 28 days notice of the proposed termination

5.2 King’s Baptist Grammar School has the right to:
- actively participate in an injured worker’s rehabilitation and return to work
- request that the injured worker’s case manager reviews a claim if we believe that weekly payments should be stopped or reduced
- request that an injured worker attends an examination by a recognized medical expert
- be provided with copies of medical reports when requested in writing and ask for reports on an injured worker’s medical progress and incapacity for work

6 Other employees

King’s Baptist Grammar School is committed to ensuring that all employees receive adequate training to ensure awareness and understanding of the School’s workplace rehabilitation procedures.

6.1 New staff training
New staff members will receive a copy of the School’s workplace rehabilitation procedures and be introduced to the rehabilitation and return to work coordinator during their induction.

6.2 Ongoing staff training
All employees will receive ongoing education in new workplace rehabilitation developments, be made aware of School procedures and will have the opportunity to provide feedback when procedures are reviewed annually.

King’s Baptist Grammar School expects all employees to actively support the rehabilitation of an injured colleague during that colleague’s rehabilitation process.

7 Dispute resolution

All disagreements arising from the workplace rehabilitation of injured workers will be managed in accordance with the protocols outlined in the School’s Grievance and Dispute Resolution Procedure in Clause 8 of the School’s Enterprise Agreement 2014.

If a disagreement cannot be resolved, authorities such as Work Cover SA or the Work Cover Ombudsman can provide assistance in settling the issue and progressing return to work.

Date Implemented: 25/5/14  Review Dates: 2017

Signed:

Principal __________________________________________________

Chair WHS Committee ________________________________________