

Guideline

Subject: **Return to Work Program**
Approval Date: November 2011, September 2015
Review Date: September 2019
Review By: Board of Directors
Number: 4/2011

Employer commitment:

The Royal College of Pathologists of Australasia is committed to the return to work of our injured workers and will:

1. prevent injury and illness by providing a safe and healthy working environment
2. participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
3. support the injured worker and ensure that early return to work is a normal expectation
4. provide suitable duties for an injured worker as soon as possible
5. ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause
6. consult with our workers and, where applicable, unions to ensure that the return to work program operates as smoothly as possible
7. maintain the confidentiality of injured worker records
8. not dismiss a worker as a result of a work related injury within six months of becoming unfit for employment.

Procedures:

1. Notification of injuries

- All workplace injuries are to be notified to a manager or the Safety Officer as soon as possible (Injury Notification Form must be completed and forwarded to the Safety Officer and can be found in TRIM at Operations Forms)
- All injuries are to be recorded in the Register of Injuries.
- The Safety Officer will notify the CEO who will notify Allianz Insurance of all injuries within 48 hours.

2. Recovery

- The RCPA will ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible.
- The RCPA will work with the insurer, Allianz, and with the doctor nominated by the injured worker and who is responsible for the medical management of the injury and assist in planning return to work.

3. Return to work

- The RCPA will work with the insurer Allianz, to arrange a suitable person to explain the return to work process to the injured worker.
The RCPA will work with the insurer Allianz, to ensure that the injured worker is
- offered the assistance of a WorkCover approved workplace rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

Nominated WorkCover approved workplace rehabilitation providers

As recommended by the RCPA's insurer or advisers from time to time.

- The RCPA will arrange for the worker's early return to work (subject to medical and rehabilitation provider advice).

4. Suitable duties

- The RCPA will work with the insurer Allianz, to develop an individual return to work plan when the worker according to medical advice, is capable of returning to work.
- The RCPA will provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition depending on the individual circumstances of the injured worker.

Suitable duties may be:

- at the same worksite or a different worksite
- the same job with different hours or modified duties
- a different job
- full time or part time.

5. Dispute resolution

- The RCPA will work together with the injured worker and their union representative to resolve any disagreements about the return to work program or suitable duties.
- If disagreements cannot be resolved, involve other parties such as the worker's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.

Contacts:

Workplace contact for return to work program

Dr Debra Graves
RCPA
207 Albion Street NSW 2010
02 8356 5830 debrag@rcpa.edu.au

Workers compensation agent/insurer

Allianz
First Report
Phone: 1300 360 595 Fax: 02 8258 5304
Email: firstreport@allianz.com.au Web: www.nswwc.allianz.com.au

WorkCover Claims Assistance Service on 13 10 50

Workers Compensation Commission for resolution of disputes www.wcc.nsw.gov.au

Information for workers

You have the right to:

- nominate your own treating doctor who will be involved in your injury management plan
- choose your own approved workplace rehabilitation provider if necessary
- be actively involved in the planning of your return to work.

You must:

- take care to prevent work injuries to yourself and others
- notify your employer of an injury as soon as possible• comply with your injury management plan
- provide accurate information about any aspect of your claim
- notify the agent/insurer if you get a job or if you earn extra income from your job while you are receiving weekly benefits
- attend medical and rehabilitation assessments
- cooperate in workplace changes that will assist other injured workers.

If you do not comply with your injury management plan, the agent/insurer may suspend your benefits.