



## **WHS Rehabilitation Policy**

### **Purpose**

The purpose of this procedure is to establish guidelines for rehabilitation

### **Policy Aim**

The organisation believes that rehabilitation is a process which aims to assist injured staff to return to work and to live as independently as possible. Our policy is to encourage staff to return to work as soon as practical after injury or illness.

### **Policy Content**

This organisation is prepared to work with the best interests of staff in mind. The most effective and safe return to work will involve meaningful and productive tasks.

As an organisation, we equally share the responsibility of assisting staff in their return to work. Immediate responsibility will come from the staff members' supervisor with assistance from the Executive Officer (also the Return to Work Co-ordinator).

Encouragement and support from Coordinators/Managers and other staff will improve the chances of a successful return to work.

The principal objectives of this policy are:

- To commence as early as possible a meaningful and productive return to work
- To commence an agreed rehabilitation program using an accurate medical assessment and involving rehabilitation specialists, when needed
- To integrate the staff member back into their usual work routine where ever possible, giving due consideration to flexible work arrangements

Additional training will be given for redesigned or new work routines

No staff member shall be returned to any task which has the potential to aggravate their injury or condition

While the staff member retains the right to receive treatment from whoever they wish, the organisation reserves the right to refer the staff member to our Company Specialist or medical practitioner. Confidentiality of information obtained about the worker will be maintained.

The staff member can be offered alternative/suitable duties as a short term solution. These duties will be reviewed regularly with an aim to return to normal work tasks. Should a return to work not be possible or the staff member rejects an offer for rehabilitation, a decision to resolve the matter as soon as practicable will be taken through discussions with Management.

An individual return to work plan is established with any worker who has no current work capacity for 20 calendar days or more. The plan is developed as soon as it is indicated that an absence of 20 calendar days or more is likely. The plan is reviewed as required, consistent with the activities of the plan. Participation in an RTW plan will not, of itself, prejudice an injured worker.

See WHS Policy and Workcover Return to Work Program