



COMMUNITY COLLEGE-NORTHERN INLAND INC. STANDARD RETURN TO WORK PROGRAM

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 the College of an injury as soon as possible
- Comply with your injury management plan
- Provide accurate information about any aspect of your claim
- Notify the College and QBE Workers Compensation (NSW) Ltd 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

Employer commitment

Community College-Northern Inland Inc. 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 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
 - Notify all injuries to the supervisor as soon as possible.
 - Record all injuries in the Register of Injuries.
 - Notify QBE Workers Compensation (NSW) Ltd of all injuries within 48 hours.
2. Recovery
 - Ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible.



- Consult 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
- Arrange a suitable person to explain the return to work process to the injured worker.
 - 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:

Interact Injury Management – Tamworth Shop 2, 1 Kable Ave (02) 6766 6177

- Arrange for the worker's early return to work (subject to medical and rehabilitation provider advice).
4. Suitable duties
- Develop an individual return to work plan when the worker according to medical advice, is capable of returning to work.
 - 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 different worksite
 - The same job with different hours or modified duties
 - A different job
 - Full time or part time.
5. Dispute resolution
- 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

Name Bronwyn Clinch Telephone 02 67821221 / 0428498171

Workers compensation agent/insurer

Name QBE Workers Compensation (NSW) Ltd Telephone 02 66275999

Address Lismore Branch 70-72 Carrington St Lismore NSW 2480

Postal Address PO Box 1207 Auburn NSW 1835

Website: <http://www.qbe.com.au/Workers-Compensation/Insurance.html>

Workcover Claims Assistance Service 13 10 50

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