
RETURN TO WORK POLICY

1. **General Policy Statement**

The Australian Water Association (“the Association”) aims to prevent injury and illness by providing its employees with a safe and healthy workplace. However, in the event that an employee does suffer a workplace injury or illness, the Association aims to ensure that assistance is provided to help facilitate a timely and safe return to work where it is possible to do so.

This policy assists employees and their supervisors to manage the process of an employee’s return to work following an injury.

2. **Commitments and Responsibilities**

The Association

The Association aims to take all reasonable steps to ensure the following:

- Individual workplace return-to-work plans are developed, where appropriate, directly after the illness or injury is reported.
- Suitable duties are provided wherever possible, dependant on a number of factors including medical opinion of the employee’s condition, the needs of the business at the time, and the availability of selected duties which are comparable to the employee’s skills, training and experience and which are meaningful and productive.
- Employees are consulted so as to maintain the effectiveness of the return-to-work plan.
- Employees are not subject to unfair or discriminatory treatment as a result of participation in a return-to-work plan.
- Investigations of significant incidents are conducted in order to implement effective control strategies to prevent recurrences.
- In the event that an employee is unable to return to their pre-injury duties, the Association will provide assistance in finding redeployment opportunities or re-training as is reasonably practicable.

Managers and Supervisors

Managers and supervisors have responsibilities for:

- Integrating the objectives of this policy into the workplace.
- Notifying the Manager, Governance & Administration when an employee suffers a workplace injury or illness as soon as practicable.
- Being involved in the return-to-work process and assisting in any investigation required.

Injured employees:

Injured employees are responsible for:

- Notifying the Manager, Governance & Administration of the injury sustained by completing an incident report and register of injury form.

- Participating and cooperating in the establishment of return-to-work and injury management plans, where required, and fulfilling their obligations under the respective plans.
- Nominating a treating doctor who is authorised to participate in the development of the Injury Management Plan, including the provision of relevant information to the insurer or the Manager, Governance & Administration.
- Making all reasonable efforts to return to their pre-injury position as soon as possible, having regard for their injury and medical advice.

Return-to-Work Coordinator:

The Return-to-Work Coordinator should:

- Ensure that the Association complies with all legislative requirements in relation to its return-to-work and injury management plan requirements.
- Appoint an appropriate rehabilitation provider when required, and that:
 - Individual workplace-based return to work plans are developed, where appropriate, and start directly after the injury or illness is reported;
 - The return-to-work plan is reviewed and updated in accordance with any changes in the employee’s medical status;
 - Suitable duties are provided whenever possible (this will depend on a number of factors including the injured employee’s fitness and the availability of suitable duties);
 - Employees are consulted so as to maintain the effectiveness of their return-to-work plan;
 - Employees are not subject to unfair or discriminatory treatment as a result of participation in a return-to-work plan;
 - Employees are aware of their rights and responsibilities in relation to the injury management and return-to-work process;
 - Investigations of significant incidents are conducted in order to implement effective control strategies to prevent recurrences.
- Remember that all parties should respect the confidentiality of an employee’s injury management and records.
- Provide such records to the Association’s workers compensation insurer.
- Be the first point of contact in resolving any issues and failing resolution, escalate the matter to the Chief Executive or Human Resources

3. Contact point

If you have any queries about this policy, or inappropriate behaviour, please contact your Manager, the Chief Executive or Human Resources.

4. Variations

The Association reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Return-to-Work Policy	Created 04072017	Introduced 050717
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