Injury Management & Return to Work Policy

1. Purpose

Greystanes Disability Services is committed to ensuring, so far as is reasonably practicable, the rehabilitation and return to work of our injured employees. This policy highlights our commitment to this, and our related procedures and requirements.

2. Application

This policy applies to all Greystanes Disability Services employees, and other persons who perform work for us and anyone who performs work on our premises (referred to collectively in this policy as "employees") and applies to the rehabilitation and return to work of any employee who has sustained a workplace 'injury' or 'illness' within the meaning of the applicable workers compensation or injury management legislation.

3. Commitment

Greystanes Disability Services is committed to the return to work of our injured employees and will, so far as is reasonably practicable:

- prevent injury and illness by providing a safe and healthy working environment
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured
- support the injured employee and a return to work
- provide suitable duties for an injured employee
- ensure that our injured employees are aware of their rights and responsibilities
- consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible
- maintain the confidentiality of injured employee records.

4. Procedures

The procedures below are required to be taken, so far as is reasonably practicable:

Notification of injuries

- Notify all injuries to your supervisor and Business Operations Manager as soon as possible.
- Make a record of all injuries.

Recovery

- Ensure that the injured employee receives appropriate first aid and/or medical treatment as soon as possible.
- Consult with any doctor nominated by the injured employee and assist in planning return to work.

Return to work

- Arrange a suitable person (Business Operations Manager) to explain the return-to-work process to the injured employee.
- Offer the employee assistance from a suitably qualified 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.
- Arrange for the employee's early return to work (subject to advice from medical and rehabilitation service providers).

Suitable duties

- Develop an individual return to work plan when the employee is, according to medical advice, capable of returning to work.
- Provide suitable duties that are consistent with medical advice for the injured employee's physical and psychological condition depending on the individual's circumstances.
- 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.

Dispute resolution

- Work together with the injured employee and any 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 employee's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.

5. Breaches of this policy

Any employee who breaches this policy may be subject to disciplinary action up to and including termination of employment.

6. Application of this policy

If any part of this policy is contrary to law or an industrial instrument, the law or industrial instrument will apply to the extent of the inconsistency.

This policy is subject to review by us and may be changed or revoked at any time.

If an employee has a valid reason for not complying with this policy, they should contact management so management can consider whether to grant an exception.

Need more information?

Contact People	HR Contact Email: hr@greystanes.org.au
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