Introduction
This procedure outlines information about the management of workers who sustain a work related injury and/or illness to return to work at Council in a safe and supportive environment.

Definitions

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<th>Term</th>
<th>Definition</th>
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<tr>
<td>GM</td>
<td>General Manager</td>
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<td>Injured employee</td>
<td>An employee who has received a workplace injury or illness</td>
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<td>Workplace injury</td>
<td>An injury to an employee in respect of which compensation is or may be payable under the Workplace Injury Management and Workers Compensation Act 1998</td>
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<td>Injury management</td>
<td>The process that comprises activities and procedures undertaken or established for the purpose of achieving a timely, safe and durable return to work for workers following workplace injuries</td>
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<td>Injury management program</td>
<td>A coordinated and managed program that integrates all aspects of injury management (including treatment, rehabilitation, retraining, claims management and employment management practices) for the purpose of achieving a timely, safe and durable return to work for injured employees</td>
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<td>Insurer</td>
<td>StateCover Mutual Pty Ltd – Council’s workers compensation insurer</td>
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<td>Nominated treating doctor</td>
<td>The treating doctor nominated from time to time for the purpose of an injury management plan for the injured employee</td>
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<td>Return to work coordinator</td>
<td>A Council Officer who coordinates Council’s Return to Work Program</td>
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<td>Rehabilitation provider</td>
<td>Rehabilitation providers are organisations approved by StateCover to offer specialised workplace rehabilitation services to help injured employees to return to work.</td>
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<td>WorkCover</td>
<td>WorkCover Authority of New South Wales</td>
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Overview

Council is committed to the Rehabilitation of employees who may be injured or become ill as a result of their employment with Council.

The following processes and strategies form the basis of Council’s system for the successful management of workers who suffer a work related injury or illness.

Prevention of workplace injuries and illness

Council is committed to preventing injury and illness by providing a safe and healthy working environment. This will be achieved by systematically identifying, assessing and controlling all hazards existing at the Council workplaces and constantly monitoring and reviewing the control strategies.

Return to work program

Council has developed a Return to Work Program for the management of employees who are injured/ill (the program outline is at the end of this document).

The Program allows employees to be aware of their rights and responsibilities and the procedures followed once a workplace injury or illness occurs. The Program forms part of the operating procedures of Council and is consistent with StateCover’s Injury Management Program.

The return to work program includes:

Consultation with workers and, where applicable, unions

Council’s Return to Work Program was developed in consultation with employees and management and allows employees to understand the process that occur when they are injured at work or suffer a work related illness. Council is committed to consulting with employees, and their union representatives (where requested), at all phases of injury management. Employees will be regularly informed of their rights and responsibilities in relation to injury management.

Early commencement of injury management and early return to work

Council is committed to ensuring an early return to work by an injured employee is a normal practice and expectation.

Provision of suitable duties

In order to assist injured employees to return to work in a timely and safe manner following a workplace injury Council, where possible and depending on the individual circumstances of the injured employee, will provide suitable duties consistent with medical advice are meaningful, productive and appropriate for the injured employee’s physical and or psychological injury.

Council’s Return to Work Coordinator in the Workforce and Administration team will be responsible for liaising with the injured employee, nominated treating doctor, relevant managers and supervisors and return to work providers to determine suitable duties tailored for the injured employee.

Return to work not to disadvantage injured workers

Council is committed to ensuring participation in a Return-to-Work plan will not, of itself, disadvantage an injured employee. All efforts will be made to resolve disagreements about the Return to Work Program, or its components, through discussion and co-operation.
Role of the accredited rehabilitation provider

The role of the rehabilitation provider is to facilitate, where possible a safe and successful return to work for an injured employee by:

- Providing expertise when the rehabilitation of an injured employee is not progressing to expectations
- Providing expertise in complex cases of rehabilitation
- Conducting workplace assessments identify controls to minimise the reoccurrence of workplace injuries

Role of the insurer

The role of the Insurer is to work in partnership with Council to:

- Provide income and support for workers and their families
- Expedite access to necessary services
- Promote early and successful return to work outcomes
- Manage/control claims costs

Responsibility/Accountability

Council will comply with all requirements and obligations relating to NSW Workers Compensation and Workplace Injury Management legislation. Injured employees are required to comply with all requirements and obligations set out in the legislation.

Related Documents

- Workers Compensation Act 1987
- Workers Compensation Regulation 2003
- Work Health & Safety Act 2011

Associated council policies

- 5.05 Work Health & Safety
- 5.03 Risk Management & Insurance