

Document Name: Policy

Revision No.: 1

Function: Human Resources - WorkHealth

Approval Date: 29/04/09

Subject: **OCCUPATIONAL REHABILITATION POLICY****PURPOSE AND SCOPE**

This document outlines the steps that are taken in the event that an employee sustains an injury that results in time off work. It also fulfills DASSI's obligations under the Accident Compensation Act 1985, as amended.

POLICY**DASSI will:**

Assist our injured workers to remain at work or return to work at the earliest opportunity.

Specifically our RETURN TO WORK (RTW) POLICY is that:

- Return to work planning will commence as soon as possible after an injury, consistent with medical advice.
 - Remaining at or early return to work following injury is a normal expectation of this workplace.
 - Treatment, return to work activities and any reasonably necessary occupational rehabilitation services will begin as soon as they are necessary.
 - Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured workers at the earliest opportunity.
 - An individual return to work plan will be established with any worker who is unable to work. This plan will be developed at the earliest opportunity, in consultation with our injured worker and their treating practitioner.
 - Consultation and communication with all workers and/or representative worker(s) in the development and review of our occupational rehabilitation program and individual return to work plans will occur.
 - Confidentiality of worker's information obtained during their return to work or while undertaking occupational rehabilitation services will be maintained.
 - Participation in a return to work plan will not, of itself, prejudice any injured worker.
- Injured employees are responsible for;
- Keeping the employer informed of medical appointments and treatment plans.
 - Cooperating with the employer in developing a RTW plan.
 - Participating in and carrying out duties in accordance with the agreed RTW plan.
 - Reporting hazards in the workplace.

RETURN TO WORK CO-ORDINATOR:

Our return to work co-coordinator is:

Rayphe Collins

Telephone: 03 9488 9154

APPROVED OCCUPATIONAL REHABILITATION PROVIDERS

Where external assistance is required in the return to work process DASSI are obliged to offer a choice of three occupational rehabilitation service providers. The employee or staff member concerned has a choice of which organisation they wish to provide Occupational Rehabilitation Services for them.

Our nominated approved occupational rehabilitation providers are:

: Atkin Ergonomics	9889 7888
: WorkStreams	9343 4655
: WorkPlace Ergonomic & Rehabilitation	9801 2777

KEY RESULT AREAS

This Policy is to be available to all workers.

RTW Plan for all workers away from work due to a work related injury for more than 10 days.

DEFINITIONS

VWA – Victorian WorkCover Authority

Related DOCUMENTS

List any policies and procedures or documents that this policy relates to, for example:

Accident Compensation Act 1985, as Amended

If You Are Injured Poster – VWA

RESPONSIBILITY

Enter the personnel who are responsible for the policy implementation and review, for example:

Implementation: HR WorkHealth Officer

Review: Human Resources Manager

Approval: Occupational Health and Safety Committee

END OF DOCUMENT