



# Return to Work Policy

---

## 1. Introduction

Effective and efficient injury management is an integral part of ANC's health and safety system. The primary goal of a return to work program is returning an injured worker to their pre-injury job, as the workplace is the most appropriate and effective place to rehabilitate most injured workers.

This Policy and the Return to Work Procedure satisfy the legislative requirements for ANC's Return to Work Program.

## 2. Scope

This policy applies to all workers of ANC who are lodging a claim for workers compensation which is either accepted by ANC's Workers Compensation insurer or pending determination as a worker's compensation claim.

## 3. Policy Statement

ANC is committed to supporting the rehabilitation and return to work of a worker injured at the workplace by:

- Informing an injured worker of their rights and responsibilities;
- Consulting with the injured worker and other workers who may be affected;
- Commencing injury management activities as soon as possible after an injury, in a manner consistent with an injured workers certificate of capacity;
- Working collaboratively with key parties to provide support throughout the return to work process and to help minimise the effects of the injury or illness;
- Ensuring that participation in a Return to Work Plan will not disadvantage an injured worker;
- Aligning a workers Return to Work Plan with the insurer's Injury Management Plan;
- Providing transitional (suitable) duties for an injured worker where practicable; and
- Implementing strict standards of confidentiality in the management of information related to rehabilitation and return to work

## 4. Roles & Responsibilities

### *Return to Work Coordinator*

The Return to Work Coordinator is a key person in the injury management process and acts as a focal point with all the principal parties involved.

The Return to Work Coordinator must notify the insurance company within 48 hours of the injury/illness occurring.

### *Managers and Supervisors*

Revision History					
<b>Document Ref:</b>	Return to Work Policy	<b>Revision:</b>	09	<b>Approved:</b>	13/09/2019
<b>Owner:</b>	ANC	<b>Approver:</b>	James Taylor		
<b>Next Review:</b>	Sept 2021				

<b>Document Ref:</b>	Return to Work Policy	<b>Revision:</b>	09	<b>Approved:</b>	13/09/2019
<b>Owner:</b>	ANC	<b>Approver:</b>	James Taylor		
<b>Next Review:</b>	Sept 2021				



All managers and supervisors are required to:

- Provide safe systems at work, training and equipment to prevent injuries;
- Notify the Return to Work coordinator of the injury/illness within 24 hours
- Ensure that whenever reasonably practicable, suitable duties will be arranged having regard for the injured person’s medical restrictions; and
- Be actively involved in the implementation and monitoring of and ensure compliance with the Return to Work Program.

### Workers

Those who sustain an injury are required to:

- Notify their immediate supervisor/manager within 24 hours and follow the injury management process;
- Provide an incident report to their supervisor/manager; and
- Actively participate in the injury management process and return to work program.

## 5. Review

This policy will be reviewed every two years and distributed to workers.

## 6. Acknowledgements

References:

- Workplace Health and Safety Act
- Workplace Health and Safety Regulation
- Sira NSW: <https://www.sira.nsw.gov.au/>
- Work Safe ACT: <https://www.accesscanberra.act.gov.au/app/home/workhealthandsafety>
- Work Cover QLD: <https://www.worksafe.qld.gov.au/claims-and-return-to-work>
- Work Cover SA: <https://www.rtwsa.com/>
- 
- Work Safe VIC: <https://www.worksafe.vic.gov.au/>
- Work Cover WA: <https://www.workcover.wa.gov.au/>

**Authorised by:** James Taylor

**Signature:** 

**Position Title:** Director

**Date:** 13<sup>th</sup> Sept 2019

**Policy Review Date:** Sept 2021

### Revision History

<b>Document Ref:</b>	Return to Work Policy	<b>Revision:</b>	09	<b>Approved:</b>	13/09/2019
<b>Owner:</b>	ANC	<b>Approver:</b>	James Taylor		
<b>Next Review:</b>	Sept 2021				
This document cannot be modified without the approval of Safety Manager / Director					
Page 2 of 2					