


POLICY		
Ref. to Legislative Frameworks: HESF2015: Standard 6.2 SRTO2015: Standard 8.5 National Code 2018: Standard 11	Return to Work	
Version: 2.0	Policy Owner: Chief Executive Officer	Issued on: 06/04/2018 Review by: 06/04/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
2.0	New	General Manager, Operations and Risk Management	06/04/2018

PURPOSE

This policy underpins the process to assist AAPoly employees in returning to work after a work-related illness or injury.

POLICY STATEMENT

AAPoly complies with the regulatory requirements such as the Workplace Injury Management and Workers Compensation Act 1998, Workers Compensation Act 1987, and any other relevant legislation, to ensure the safe and sustainable return to work of an injured employee after medical clearance.

SCOPE

This policy applies to all employees who have been absent from the workplace due to work-related illness or injury and has claimed workers compensation.

DEFINITIONS

Medical Clearance	Statement/certificate from the treating medical practitioner indicating that the staff member is fit to resume work and provide details of any limitations on that return to work.
Certificate of Capacity	A Certificate of Capacity form is to be completed and issued by a medical practitioner, physiotherapist, chiropractor or osteopath. An injured worker must have a Certificate of Capacity to receive loss of income compensation.
Workers compensation	Insurance payment to employees who sustain work-related illness or injury. It covers medical and rehabilitation costs to assist employees' recovery and safe return to work.

POLICY GUIDELINES AND PRINCIPLES

1. Workers Compensation

As soon as practicable after a work-related illness or injury and subsequent medical attention, the affected staff member will notify AAPoly of the nature of work-related injury or illness and expected timeframe for resolution. The company will forward the matter and follow-up with relevant authorities.

2. Where a staff member has been absent from work due to work-related illness or injury and indicates that he/she intends to resume work, AAPoly will:

- a. contact the staff member to confirm the date of resumption of duties;
- b. advise the staff member that they require a Medical Clearance;
- c. ascertain any special needs or flexible working arrangements that may be required to facilitate the return to work;

- d. develop and implement a Return to Work Plan to facilitate the return to work in consultation with the staff member, treating medical; practitioner or rehabilitation coordinator and workers compensation organisation;
- e. support, monitor and review staff members who are returning to work;
- f. retain all the documentation on the staff member's personnel file.

RESPONSIBILITIES

- **Designated Head (DH)** – is responsible for managing personal leave and workers' compensation leave in accordance with AAPoly's policies.
- **Staff Member** – contacts the DH to confirm the date of resumption of duties, provides Medical Clearance and fills in the Return to Work form. The staff member consults and cooperates with DH, treating medical practitioner or rehabilitation coordinator and workers compensation organisation in developing a Return to Work action plan.
- **Chief Executive Officer (CEO)** - approves the necessary arrangements to assist the staff member's return to work.
- **Human Resource Manager** – maintains the personnel file and ensure all relevant Workers Compensation and Return to Work documentation about the staff member is in place.

FEEDBACK

Queries or feedback about this policy should be directed to the CEO through suggestionstotheceo@aapoly.edu.au. The CEO will respond in writing to the feedback or enquiries within two (2) weeks unless an extenuating circumstance requires an immediate response or action. Any material changes to this policy because of the feedback will be documented in the version control register and utilised as part of continuous improvement and quality assurance of AAPoly.
