


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

**Revision History**

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

## PURPOSE

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

## DEFINITIONS

<b>Medical Clearance</b>	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.
<b>Certificate of Capacity</b>	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.
<b>Workers compensation</b>	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.

## PROCEDURE

1. Staff member advises the Designated Head (DH) of the intention to return to work after an absence due to work-related illness or injury. The staff member will submit a completed Return to Work form.
2. Staff member confirms the date of resumption of duties. DH advises the staff member to provide a Medical Clearance to ensure that he/she is fit to resume work.
3. Staff member fills in Part 1 of the Return to Work form and submits it to the DH with medical clearance attached.
4. After sighting the medical clearance, DH fills in Part 2 of the Return to Work form and ascertains if any special needs or flexible working arrangements are required for the resumption of duties of the staff member.
5. If suitable and flexible arrangements are necessary for the staff member to resume work:

- a. DH will request the staff member to provide consent to liaise with the treating medical doctor or rehabilitation coordinator.
  - b. DH will develop a return to work plan of action in consultation with the staff member, treating medical practitioner or rehabilitation coordinator and workers compensation insurance organisation.
  - c. If a return to work results in the resumption of pre-injury or illness duties within a reasonable period, other employment options may be explored with the staff member.
  - d. The arrangements to assist the staff member's Return to Work must be approved by the Chief Executive Officer (CEO).
  - e. DH implements the agreed arrangements to facilitate the staff member's return to work.
6. When the specific plan of action has been approved and implemented, the staff member returns to work and adhere to the plan of action. The DH will facilitate any variations to the plan.
  7. DH monitors the implementation of the Return to Work arrangement and provides support to a staff member who is returning to work. All documentation will be retained in 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 procedure should be directed to the CEO through [suggestionstotheceo@aapoly.edu.au](mailto: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.