



KAMBRYA
COLLEGE

RETURN TO WORK POLICY

Rationale:

- Kambrya College recognises and accepts its obligation to assist staff to return to work as soon as possible when injured or made ill because of their work

Aims:

- To ensure that staff members made ill or injured because of their work are returned to work in the shortest possible time provided it is safe and practicable to do so, or,
- To enable the injured or ill staff member to return to suitable alternative work in terms of the employee's work history, training and qualifications, and consistent with advice from health professionals

Implementation:

- The workplace must have a nominated Return to Work co-ordinator who will manage the return to work of any injured worker, and each staff member will be made aware of the name of the co-ordinator
- Full details regarding the role of the Return to Work co-ordinator, and the management of employees return to work can be obtained from the WorkCover Management manual obtainable at: www.sofweb.vic.edu.au/hrm/workcov/index.htm
- All appropriate first aid and reassurance must be immediately provided to injured workers
- Injuries to workers must be reported immediately to the Principal and the Accident Register must be completed
- Return to work will commence as soon as practicable after illness or injury, and a Return to Work plan will be established using WorkCover criteria for any worker who is unable to work for 20 or more calendar days as the result of a workplace injury
- This plan will be established as soon as it is indicated that an absence from work of 20 or more days is likely
- Remaining at or returning to work as soon as is safely possible after injury is a normal workplace practice and expectation
- Suitable duties, which do not jeopardise the wellbeing of the worker, will be provided, where possible, as part of the Return to Work program
- There will be full involvement of workers in the development and implementation of their own Return to Work plan
- Participation in a Return to Work program will not, of itself, prejudice any worker
- Return to Work activities will be reviewed weekly in consultation with the worker to ensure that progress is continuing
- The confidentiality of workers' information during Return to Work and any occupational rehabilitation will be maintained
- All staff are expected to assist and co-operate in ensuring that this policy is followed, and that their responsibilities in relation to worker rehabilitation are followed

Evaluation:

- This policy will be reviewed as part of Kambrya College's three year review cycle or when appropriate due to alterations to WorkCover legislation

This policy was last ratified by College Council in

May 2007