



Policies, Procedures and Guidelines

REHABILITATION POLICY

CSG028

BACKGROUND

Under Workers Compensation legislation an employer is required to establish a workplace return to work program that is consistent with the Insurers/Agent's injury management program to assist injured workers return to work.

Occupational Rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

LACHLAN SHIRE COUNCIL COMMITMENT

Lachlan Shire Council is committed to the prevention of illness and injury by providing a safe and healthy working environment (see Work Health and Safety Policy).

Lachlan Shire Council is committed to the rehabilitation of injured workers. The Council aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- participating in the development of an injury management program and ensuring that injury management commences as soon as possible after a worker is injured;
- ensuring that a return to work as soon as possible is a normal practice and expectation;
- ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers or similar professionals for all who need them;
- providing suitable duties for an injured worker as an integral part of the rehabilitation process wherever practicable to do so;
- consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- informing workers of their rights in relation to a workers compensation claim including the choice of doctor and accredited rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause;
- ensuring that participation in a Return to Work plan will not of itself prejudice an injured worker;

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Version:	Commencement Date: December 2012	Last Review Date: September 2015	Next Review Date: September 2017	TRIM No. D15/10412

- acting to avoid an injured employee being dismissed solely or principally because of the work related injury, within the legislatively prohibited period of the injury occurring.

RETURN TO WORK CO-ORDINATOR

Council is required to appoint a Return to Work Co-ordinator. The Return to Work Coordinators for Council are Manager – People and Organisational Development, Human Resources Officer and WHS Officer.

The role of the Return to Work Coordinator is to:

- assist in the development, ongoing improvement and maintenance of the Council's Return-To-Work Program;
- educate the workforce in relation to this Program;
- consult with and determine the injured employee's needs;
- create and maintain injury and return to work statistics;
- identify appropriate suitable duties for the injured employee including creation of an individual return to work plan for each injured employee;
- develop, co-ordinate and monitor progress in treatment, rehabilitation provider services and Return-To-Work Plans;
- assist the employee to return to work as soon as possible;
- liaise with all relevant parties, including the Rehabilitation Provider where appropriate;
- collect and provide information on locally-based community resources to the injured employee; and
- maintain confidential case records.

As soon as Council becomes aware of a 'significant injury', the Return to Work Co-ordinator should obtain authorisation from the injured employee to contact their nominated treating doctor and assist in the development of the injury management plan and the individual employee's Return To Work Plan in accordance with Council's Workers Compensation Return to Work Procedures.

RELATED DOCUMENTS

- Workers Compensation RTW Procedures
- Workers Compensation Claims
- Injury Management Plans
- Return to Work Plan

GENERAL MANAGER

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Version:	Commencement Date:	Last Review Date:	Next Review Date:	TRIM No.
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