

## APP:02 REHABILITATION AND RETURN TO WORK POLICY STATEMENT

(Refer MP16, MP36)

It is the policy of the organisation to maintain a firm commitment to an effective rehabilitation and return to work program.

### **Objectives being that:**

- Rehabilitation is normal practice and an expectation within this workplace.
- Rehabilitation commences as soon as practicable after the injury with approval of the registered medical practitioner.
- The goal of a rehabilitation plan is to return the injured person to their normal duties.
- A team approach to rehabilitation is utilised with cooperation consultation and confidentiality being key requirements for all persons involved. (i.e. injured team member, treating doctor, rehabilitation coordinator, project manager.)
- At all times the rights, welfare and confidentiality of the team member are respected.
- The overall results of the Rehabilitation Policy and Procedures are to be regularly reviewed and continuously improved.
- The Rehabilitation Plan may consist of the injured team member participating in a *suitable duties program*.

### **Suitable Duties Programs:**

These specially selected duties are a means of offering a supervised and graduated return to normal duties. They are matched to the capabilities of the team member and regularly updated according to their level of recovery.

The following issues must be considered when choosing suitable duties:

- The team member's pre-injury duties, nature of their incapacity and rate of recovery.
- The treating medical practitioner's approval must be obtained and the duties must comply with the restrictions and limitations specified by the medical practitioner.
- The team member's age, education, skills and work experience.
- Duties must be meaningful and have regard to the objectives of the team member's rehabilitation plan.
- Suitable Duties Programs may be either fully funded by Work Cover or partially funded by both the organisation and Work Cover.

**It is important to recognise that a fast and effective recovery to work for an injured team member is the aim of any rehabilitation program and one that minimises the costs both financially and personally for both the injured team member and the organisation.**

SIGNED \_\_\_\_\_  
Chief Executive Officer

*RRTW Policy to be reviewed every three (3) years (last revised 22/03/19)*