

# Return to Work

## POLICY 1.4.2



The management of Apex makes the following commitments in relation to the rehabilitation of injured workers.

### **Occupational Health and Safety**

To prevent injury and illness by providing a safe and healthy working environment.

### **Injury Management and Return to Work**

To manage the processes in the workplace and to ensure that all injured workers have the opportunity to recover and return to work by:

- Ensuring that return to work as soon as possible following injury is a normal expectation, consistent with medical advice
- Ensuring the return to work process is commenced as soon as possible after an injury, consistent with medical advice
- Ensuring early access to rehabilitation service such as rehabilitation providers for workers who need them
- Providing suitable duties, where practicable and consistent with medical opinion, for an injured worker, as an integral part of the rehabilitation process
- Assessing and controlling risks of re-injury to the injured worker or risks of injury to other workers in returning a worker to suitable employment
- Informing workers of their rights in relation to a workers compensation claim, including the right to choose their own doctor and rehabilitation provider, and their right to involve the HSR or the union delegate during the return to work process
- Establishing an individual return to work plan for all workers who have an incapacity to work, no later than 10 days after the relevant day.
- Reviewing the return to work plan as required
- Consulting and communicating with all workers and representative workers in the development and review of the occupational rehabilitation program and this policy
- Consulting with the individual worker's nominated treating doctor about return to work
- Consulting with individual workers about their return to work plan/s
- Participating in the development of an injury management plan for a worker with a significant injury
- Providing access to interpreter services, where needed
- Maintaining confidentiality of information obtained about the worker during their return to work or while undertaking occupational rehabilitation
- Advising employees that refusal to co-operate with their injury management plan may result in reduced or suspended weekly benefits
- Ensuring that no injured worker will be in any way disadvantaged while undertaking rehabilitation or participating in a return to work plan

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Managing Director

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Signature

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Date

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Employee Representative

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Signature

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Date