Occupational Rehabilitation and Risk Management Program

A. Policy Statement

The health and welfare of all employees at Parade College is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

It is however recognised that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation. The school believes that providing a safe, early return to meaningful and productive work is in the best interest of all staff. Consequently, it encourages full and active participation from all levels of management and staff in creating a supportive environment conducive to the rehabilitation process and the speedy return of colleagues to the workplace.

To achieve this, we have the following objectives

1. Return to work should be a normal expectation of all employees following a work related injury. The intention is to return the injured employee to work as soon as possible.

2. All employees are encouraged to report all work related illnesses and injuries immediately.

3. Occupational Rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties.

4. Each employees' occupational rehabilitation program will be developed individually, and on a confidential basis, with the employee concerned.

Those appointed (a) Return to Work Co-ordinators
and/or (b) Medical Services Provider
advised (c) Occupational Rehabilitation Provider
are as listed in Appendix (i)

Occupational Rehabilitation and Risk Management Program

B. Policy Guidelines

i. Employer Commitments

• Prevention of occupational injury and illness by providing safe and healthy working environments for all employees.

• To ensure early reporting and early intervention at the workplace to enable staff to stay at work, if appropriate.
To ensure that remaining at or returning to work as soon as possible after an injury is a normal expectation and practice.

To assist employees to return to suitable duties/employment where possible.

To consult with employees and representatives to ensure that the occupational rehabilitation of any injured employee is effective.

To ensure that occupational rehabilitation is provided for injured employees as soon as possible, especially for those injured employees that are expected to be off work for more than a short period of time.

Our commitment also includes informing employees of their rights under the Accident Compensation Act, notably:-

- Participation in rehabilitation and return to work program is voluntary but non-participation may remove the right of receipt of weekly and/or medical benefits.

- Participation in occupational rehabilitation will not of itself, prejudice or disadvantage an employee in either job security or promotion.

- No termination of employment within 12 months of an injury solely or principally because of that injury unless that injury means that the employee is unfit to return to the workplace.

Occupational Rehabilitation and Risk Management Program

ii. Employee Commitments

- Taking reasonable care in the performance of designated duties and other workplace activities so as to prevent work related injuries to themselves and others.

- Reporting to their employer without delay any injury/illness or incident which may be work related or which affects their ability to perform their work.

- Co-operating with the school authority to enable it to meet its rehabilitation obligations.

- Co-operating in reasonable workplace changes designed to assist the rehabilitation of a fellow employee.

- Submitting promptly all relevant accident/incident reports, claim forms, medical certificates and reports, together with leave applications for work absences.

- Liaising with the school's Return to Work Co-ordinator in relation to a rehabilitation program.

C. Program Elements

1. Consultation with Employees

Occupational Rehabilitation and Risk Management is a co-operative and consultative process between the employer and the employees. Such consultation and the commitments outlined above should ensure that the occupational rehabilitation of an injured employee will be effective. All employees will be regularly informed of their rights and responsibilities and the school's current policy on Occupational Rehabilitation and Risk Management.
2. **Workcover authorised Insurer**

The Workcover Insurer for Parade College is listed in Appendix (i)

3. **Return to Work Co-ordinator**

The names of the Return to Work Co-ordinators are listed in Appendix (i)

The role of the Co-ordinator includes the following:

- assist injured employees to remain at work wherever practicable or to return to suitable work as soon as possible after injury.

- ensure that a return to work plan is established for each employee who has an injury that involves 20 or more days of total incapacity for work.

- liaise with any parties involved in the treatment or occupational rehabilitation of injured employees or involved with the workplace to assist an injured employee to remain at or return to suitable work after injury.

- ensure the confidentiality of personal information made available while co-ordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured employee's claim.

- monitor the progress of the return to suitable work of any employee following injury and of any occupational rehabilitation services provided under a return to work plan.

- ensure that, where appropriate, an injured employee is referred to an approved occupational rehabilitation provider for assistance to return to suitable work.

- with more complex and serious injuries, the Return to Work Coordinator will also be responsible for authorising on behalf of the school, expenditure of up to $1,200 on the provision of occupational rehabilitation services.

4. **Medical Services Provider**

The preferred medical provider for Parade College is listed in Appendix (i)

The nominated Medico will be one who is experienced in occupational medicine and injuries, and is familiar with the workplace here at Parade College.

The Medico and the clinic’s role is to treat and assess injured employees.

PLEASE NOTE : An injured employee may choose to see his own doctor and this choice is respected.

5. **Occupational Rehabilitation Provider**

The employee may be referred to an Occupational Rehabilitation Provider when external assistance with return to work planning is considered to be reasonably necessary.

The nominated Occupational Rehabilitation Providers are listed in Appendix (i).

Occupational Rehabilitation Providers offer a wide range of services and have expertise in workplace rehabilitation. They will assess and plan each person's rehabilitation individually, and ensure the employee's confidentiality.
6. **Reporting of Injuries**
   - All injuries must be reported to the Employer/Principal as soon as possible,
   - Injuries must be entered in the Register of Injuries book located with Administration Reception and all Campus Secretaries.
   - On receiving notification of an injury or illness the Employer/Principal should immediately contact the Return to Work Co-ordinator.

7. **Treatment**

   Initial treatment is available from the nominated First Aid staff (see Appendix (i). If further treatment is required, an injured employee will be referred to the nominated Medical Services Provider. An injured employee may choose to see their own doctor and this choice is respected.

8. **Return to Work Plan**

   A return to work plan is a statement of the support and employment opportunities that will be available to assist an employee to return to work following injury. It must be prepared for each injured employee within 10 calendar days of a claim reaching 20 days of total incapacity. However, the likelihood that an injured employee is returned successfully to work will increase if a return to work plan is developed earlier than this, preferably as soon as an injury occurs.

   The Return to Work Co-ordinator should therefore ensure that a return to work plan is prepared as soon as possible after an injury if it is likely that the employee will be incapacitated for 20 or more days. The employee's medical certificate should indicate the expected time a employee will be unable to work following injury. Where this time is expected to be greater than 20 days, a return to work plan should be established immediately.

9. **Suitable Duties**

   Suitable duties will be made available to all injured or ill employees as far as is practicable, and within the medical guidelines provided.

   If the injured employee is unable to return to his/her previous duties for the present time, the Return to Work Co-ordinator will consult with the Employer, the Medical Service Provider, the Employee, the Rehabilitation Provider and, should the employee choose, a union representative, on the question of suitable alternative duties. Recommendations will be sought regarding the nature of suitable alternative duties, the number of hours to be worked, the appropriate salary and conditions, and the anticipated period of employment of such duties.

   However, the practicality of suitable duties will have to take into consideration a duty of care to students and a responsibility to other staff. Where a suitable employment offer can be made, the appropriate form will be used.

   When the employee is declared fit to return to work, his/her entitlement to a position of the same or equivalent office will be recognised.

10. **Occupational Health and Safety Risk Management Program**

   The Occupational Health and Safety procedures and guidelines currently operating within schools is in no way diminished by this policy and program and the responsibilities and duties of the Occupational Health and Safety representative remain as previous and as stated under the Occupational Health and Safety Act 1985 and guidelines distributed by the Commission.

   The school in co-operation with the Occupational Health and Safety Representative will endeavour to provide advice aimed at. minimising the incidence of injury. It is the responsibility of the employer, in conjunction with the designated Occupational Health and Safety Representative, to identify potential risk areas within their respective areas of responsibility and seek advice and assistance with the development of appropriate training programs and/or workplace changes.

   The employer will advise the Occupational Health and Safety Representative when an injury occurs and the representative in conjunction with the Return to Work Co-ordinator will ensure that steps are taken to reduce the risk
of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured employee will be maintained at all times.

11. Disputes

Every endeavour should be made to solve any dispute in relation to a rehabilitation program by discussion between the parties to the rehabilitation process. If there is disagreement between the parties about the rehabilitation needs of an incapacitated employee the matter should be referred to the authorised insurer. If the matter remains in dispute, the Victorian Workcover Authority conciliation process should be used.

12. Conclusion

This Occupational Rehabilitation Policy and Risk Management Program and all of its contents came into effect on 1 October 1993.

The policy and procedures of this Program may be reviewed periodically.

Appendix (i)

(a) Return to Work Co-ordinator:- Human Resource Manager
(b) Medical Services Provider:- Most appropriate Medical Practitioner
(c) Occupational Rehabilitation Providers include:- Commonwealth Rehabilitation Service, 5th Floor, 339 Lonsdale Street, Melbourne, 3000 Phone: 9604-4090 NRU Worklife Pty Ltd, 301 Sydney Road, Coburg, 3058 Phone: 9384-1133
(d) WorkCover Authorised Insurer:- Allianz Workers Compensation Services
(e) College First Aid Officer/s

Equal Opportunity Attributes (protected personal characteristics)

- Disability
- Age
- Sex
- Race
- Physical features
- Gender identity
- Sexual orientation
- Marital status
- Lawful sexual activity
- Pregnancy
- Parental status
- Carer status
- Breastfeeding
- Industrial activity
- Employment activity (new)
- Political belief or activity
- Religious belief or activity
- Personal association with above (or if assumed to have attribute)