



Construction
Civil & Rail



Trade
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Mining Resources
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Traffic
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Health



New Start

Return to Work and Rehabilitation Policy

New Start realises that workers are its greatest asset. New Start is committed to assisting injured workers to return to work as soon as medically appropriate and work with the medical community to help injured employees regain quality of life.

Objective

New Start will develop a program to ensure injured workers return to work in a timely and safe manner.

Policy

New Start will endeavor to undertake the following in the case of a workplace injury:

- Ensure the injured worker's right to confidentiality of medical information
- Ensure that no information will be used to discriminate against the injured worker
- Nominate a Return to Work (RTW) Coordinator who has
 - Authority and time to adequately consult, liaise and make decisions with the relevant parties, subject to this policy and procedure
 - Ability to communicate across cultures, including ethnicity, gender and age,
 - No function in the role of a claims manager
 - Has required training (two day RTW Coordinator training (approved by State Authority) within three months of their appointment
- Ensure RTW plans are completed within the legal timeframes

RTW plans will:

- Commence as soon as possible after the likely time off work is known
- Be based on the advice of the employee's own treating health practitioner/doctor, and the occupational rehabilitation provider and including taking account of opinions of Injury Management Consultants appointed to review work capacity.
- Be developed with regard to the health and safety of co-workers
- Be developed in adherence to the risk management plan
- Be in compliance with the relevant legislation and agreed consultation procedures
- Be written using the Return to Work plan agreed format and provided to the employee and their health care provider

- Be regularly evaluated, monitored and updated
- New Start will ensure the employees early return to work where it is safe to do so.

Options for a RTW plan shall be in accordance with the following preferred order:

- Original duties within work area/shift, with modification of workstation and equipment where required
- Modified duties, hours, and/or work area
- Alternative duties with appropriate training
- Retraining or further training and/or education

Employees of New Start must participate in RTW by:

- Obtaining appropriate medical treatment
- For work related injuries, obtain a Medical Certificate from their treating medical practitioner and provide appropriate workers compensation forms and documentation
- Contacting the employer as soon as possible after injury/illness
- Maintaining communication
- Assisting to identify suitable modified duties
- Accepting modified duties where agreed/reasonable
- Actively participating in return to work plan

New Start will:

- Maintain a register of acceptable modified duties
- Make offers for modified duties in writing and provide these to the injured worker and healthcare practitioner where reasonably practicable.
- Educate employees in relation to the causes of the injury and subsequent risk controls
- Keep records as required by WorkCover NSW
- Display an "If you are injured" (or similar) poster for employees
- Ensure all employees are aware of responsibilities and rights in relation to RTW through training and education
- Manage disputes through agreed procedures and legislative requirements

Daniel Phillips

Managing Director

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