

# C-15 Return to Work Program

## NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.1.3	Healthy lifestyle.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

## National Regulations

Reg. 77	Health, hygiene, and safe food practices
Reg. 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials, and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

## Policy Statement

To ensure that every incident is handled in the correct manner as outlined in the Workers Compensation and Return to work Legislation. SYLVANIA HEIGHTS BASC is committed to assisting employees to return safely to work after periods of illness or injury that occurred in the workplace. We aim to have procedures to help employees achieve the best health, work, and recovery outcomes.

This policy covers the procedures which allow SYLVANIA HEIGHTS BASC to assist employees to return to work as soon as is safely possible.

## Related Policies

- SYLVANIA HEIGHTS BASC Policy A-12: Policy development and review
- SYLVANIA HEIGHTS BASC Policy A-17: Privacy and Confidentiality
- SYLVANIA HEIGHTS BASC Policy A-20: Insurance
- SYLVANIA HEIGHTS BASC Policy C-3: Staff Orientation and Induction
- SYLVANIA HEIGHTS BASC Policy C-12: Communication
- SYLVANIA HEIGHTS BASC Policy D-10: First Aid

- SYLVANIA HEIGHTS BASC Policy D-28: Workplace Health, Safety and Environment
- SYLVANIA HEIGHTS BASC Policy D-36: Incident reporting and investigation for staff members

## Scope

This procedure encompasses the management of workers compensation claims occurring to employees of the Centre.

**Note: Contractors to the Centre should have their own Workers Compensation Policy (if they have wages greater than \$7,500 per year) and the Centre will obtain copies of their Certificates of Currency to confirm this insurance (Contractors with less than \$7,500 wages per year should have a personal accident policy) If a contractor without the necessary insurance is injured the Centre may be liable for their injury.**

## Responsibilities

Management at the service have the responsibility to:

- Contact the Workers Compensation Insurer (Guild Insurance Ltd.) and / or WorkCover NSW depending on the severity of the incident
- Appoint a Return-to-Work Coordinator if relevant or manage the employees claim themselves in partnership with the Insurer
- Create a Return-to-Work Program in accordance with legislative requirements
- Ensure there is a generic list of suitable duties created to increase the efficiency of the Return-to-work process

Staff have the responsibility to:

- Cooperate fully with the Return-to-Work Process in the event of having a claim
- Follow the instructions within this procedure

## Procedure

As a category 2 employer, SYLVANIA HEIGHTS BASC has developed a Return-to-Work Program in consultation with the staff members (attachment 1) (Workplace Injury Management and Workers Compensation Act 1998). Staff will be able to access the program in the staff folder and in the policy folder.

The program is to be initiated when a staff member has been absent from work due to a workplace illness or injury.

The employer will provide the injured person with immediate First Aid and medical attention when necessary.

An injured staff member (or someone acting on their behalf) must notify the Nominated Supervisor/Responsible Person in writing or verbally of any work-related injury or illness as soon as practicable after an injury has occurred. They are then required to complete the Register of injuries (attachment 2).

SYLVANIA HEIGHTS BASC has worker's compensation insurance that covers all employees in case they have a work-related injury or illness. The Employer must report the injury or illness to the insurer within 48hrs, and will work with the insurer to ensure the employee returns to fitness and work as soon as possible.

An injured staff member will be given a copy of the Return-to-Work Program and the brochure "A quick guide to workers compensation" when required.

A Return-to-Work coordinator will be selected to carry out the day-to-day duties of the RTW program. This coordinator will assist the injured educator with all enquiries.

The return-to-work program will be reviewed every two years in consultation with employees and/or their representatives.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Workers Compensation Act 1987
- Workers Compensation Regulation 2016
- Workplace Injury Management and Workers Compensation Act 1998
  - ch.3 pt.2 ss.43-45 – Workplace injury management and notification of workplace injury
  - ch.3 pt.2 s.52 – Workplace rehabilitation
  - ch.4 pt.2 div.1s.63 – Register of injuries
- Children (Education and Care Services National Law Application) Act 2010
- State Insurance Regulatory Authority [www.sira.nsw.gov.au](http://www.sira.nsw.gov.au)
- Safe Work Australia: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
- WorkCover NSW website information page – Return to work programs

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