

## RETURN TO WORK POLICY / PROGRAM

Under workplace health and safety and workers compensation legislation a Person Conducting a Business or Undertaking (PCBU) is required to establish a workplace rehabilitation program and policy to assist injured workers return to work.

This policy can be accessed on CCGT's intranet, website, online timesheet dashboard and is also part of the employee induction process.

Workplace rehabilitation aims to provide an early and safe return to work for employees suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

CCGT is committed to the prevention of illness and injury by providing a safe and healthy working environment (see the Work Health, Safety and Rehabilitation Policy).

CCGT is committed to the rehabilitation of injured employees. CCGT aims to manage the process of rehabilitation in the workplace to ensure that all injured employees have the opportunity to recover and return to work by:-

- Ensuring that a return to work as soon as possible is a normal practice and expectation;
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers for all who need them;
- Providing suitable duties for an injured employee as an integral part of the rehabilitation process;
- Consulting with employees and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively; this is done through WHS Workplace Inspections for apprentices and trainees and an agenda item through the weekly CCGT internal staff meeting
- Informing employees of their rights in relation to a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider;
- Providing access to interpreter services;
- Ensuring that participation in rehabilitation program will not in itself prejudice an injured employee.
- Ensuring no dismissal within six months of injury, solely or principally because of that injury;
- Advising employees that participation in rehabilitation is voluntary but failure to comply may result in suspension of weekly payments;
- Timely payment of Workers Compensation benefits and medical expenses.



The designated CCGT Return to Work Coordinators are:

- Tracey Pook; Contact Number: 02 4353 2655
- Shantel Parrish Contact Number: 02 4353 2655
- Alison Cook. Contact Number: 02 4353 2655
- Renee Roe Contact Number: 02 4353 2655

Each one of these Return to Work Coordinators have attained their relevant qualifications by attending approved courses conducted by SIRA and Workcover.

The role of the Return to Work Coordinator is to:-

- Compile the initial notification information;
- Determine the injured employee's needs;
- Identify suitable duties for the injured employee by way of liaising with the worker, employer and treating doctor; if suitable work can't be found a work trial could be implemented with another employer;
- Coordinate and monitor Return to Work plans making sure they are updated of any changes to capacity;
- Liaise with all parties including the Rehabilitation Provider where appropriate;
- Provide information and support to the injured employee;
- Maintain confidentiality; and
- Contribute to the improvement of relevant policies and systems.

CCGT believes that early return to good work has important health and wellbeing benefits and can help in recovery from injury and illness. Long term work absence, work disability and unemployment generally have a negative impact on health and wellbeing.

The role of the Insurer is to coordinate all aspects of your workers compensation claim.

The role of your treating doctor is to assess, diagnose, and treat you like any other patient. The doctor will also assess your capacity and support your recovery at work.

The role of your rehabilitation provider is to address the physical, functional, psychological and/or workplace barriers that may affect you recovering at work or returning to work.

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a "need to know" basis.



The procedure for the rehabilitation of injured employees is as follows -

1. If any work related injury or illness occurs it must be reported as soon as practicable for-
  - a. CCGT apprentices and trainees - to their Host Employer Representative and the CCGT Field Officer. The CCGT Field Officer is required to report the incident to a CCGT designated Return to Work Coordinator immediately.
  - b. CCGT internal staff - to CCGT Senior Management. A CCGT Senior Manager is required to report the incident to a CCGT designated Return to Work Coordinator immediately.
2. The CCGT Return to Work Coordinator will record the incident on the Register of Injuries and will notify the Insurance Provider.
3. The injured employee must seek medical assistance as soon as possible whether it be first aid or seeking medical assistance with a treating doctor and obtain a Certificate of Capacity from the treating Doctor.
4. CCGT will arrange for a suitable person in the organisation to provide advice to the injured employee to:
  - a. assist in filling out Workers Compensation forms;
  - b. Explain rights, obligations, benefits and rehabilitation procedures to the injured employee by way of issuing the injured worker an injury management kit;
  - c. Ensure that the employee is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured employee, in consultation with the PCBU, may select the Rehabilitation Provider to be used);
  - d. Where appropriate, arrange a Return to Work plan on the advice of the injured employee, treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor. This will include capacities and restrictions, description of duties, review dates of the plan and treatment plan for injury e.g. physiotherapy. This plan will be signed by the injured worker, supervisor and Return to Work Coordinator and copies provided on every occasion and any subsequent changes to the plan.
  - e. Report any notifiable incidents to the WHS regulator by the fastest possible means which could be by telephone or in writing for example by email or online (if available).
  - f. Ensure weekly payments are prompt and correct by way of advising the insurer of the worker's pre-injury average weekly wage (PIAWE) and making weekly payments at the usual times wages are paid.



5. When the injured employee is, according to medical judgment, well enough to return to work on suitable duties, the Host Employer and/or CCGT (for CCGT apprentices and trainees) or CCGT Senior Management (in the case of CCGT internal staff), as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Return to Work Coordinator or Rehabilitation Provider can identify suitable duties in the workplace.

The designated CCGT Rehabilitation Provider is:

IPAR Rehabilitation Services  
3 Bounty Close, Tuggerah NSW 2259  
Phone: 02 4359 7300

6. CCGT will consult with the injured employee and other relevant parties on the rehabilitation process.
7. Rehabilitation disputes that cannot be resolved by mediation as per the Complaints and Grievances Policy in the workplace may be referred to a Rehabilitation Officer at SafeWork NSW.

### Responsibilities of Employees

Every employee shall:-

- Take reasonable care, in the performance of work so as to prevent injuries to self and others;
- Cooperate in reasonable workplace changes designed to assist in rehabilitation of fellow employees;
- Notify the PCBU of an injury as soon as possible;
- Cooperate in reasonable efforts by either CCGT or Host Employers to rehabilitate the person;
- Cooperate by communication on a regular basis with the Return to Work Coordinator.
- Provide their consent for information regarding their injury management and recovery at work to be shared between the insurer, employer, nominated treating doctor, treating practitioners, providers and EML. This will be done through our induction process.



### Rights of Employees

- Each employee who sustains an injury shall attend CCGTs nominated medical practitioner for assessment if required.
- Participation of an injured employee in rehabilitation is voluntary, but non-participation may result in their injury management and/or workers compensation benefits being affected.

This policy will be reviewed every 2 years by consulting with employees and where applicable any industrial union representing them.

Endorsed by the Board of Directors on 18<sup>th</sup> May 2019



CCGT Chairman



CCGT Senior Manager

