

POLICY STATEMENT

La Trobe University is committed to actively promoting and providing occupational rehabilitation and return to work services for all employees with injuries or illnesses that may affect their employment.

This will be achieved through:

- Nomination of a Return to Work Coordinator
- Nomination of approved rehabilitation providers
- Ensuring that effective procedures are in place to support occupational rehabilitation
- Ensuring that rehabilitation services and return to work activities commence immediately, or as soon as is necessary to ensure the earliest possible return to pre-injury employment
- Ensuring that suitable duties, including modified or alternate duties, are made available where practicable to assist the injured employee to remain at work or to return to work at the earliest opportunity
- Maintaining a register of injuries
- Maintaining the confidentiality of information relating to employees participating in occupational rehabilitation in accordance with privacy legislation.
- Ensuring that a rehabilitation program is voluntary and does not prejudice an injured worker.

RESPONSIBILITIES**The Return to Work Coordinator is responsible for:**

- Assisting injured employees where practicable to remain at or return to work.
- Commencing rehabilitation as early as possible in accordance with medical advice.
- Liaising with injured employees, their supervisor and their treating medical and health professionals.
- Monitoring the progress of injured employees.
- Preparing a return to work plan where appropriate in consultation with all parties concerned.

Heads of Schools and Divisional Managers are responsible for:

- Where practicable, providing or identifying suitable duties for injured employees.
- Ensuring the work environment is suitable or that appropriate modifications are made or equipment provided to enable a safe return to work.
- Supporting the employee and the return to work program.
- Liaising with the OH&S Section on matters relating to the employee's return to work program.

Employees are responsible for:

- Reporting promptly all injuries or illnesses to their supervisor that may be work related or may affect their ability to perform their duties.
- Cooperating with the University to enable it to meet its rehabilitation obligations.
- Submitting promptly all relevant medical certificates and reports, together with leave applications for absences.
- Attending medical examinations relating to the actual injury or illness as arranged by the University or its insurers (reasonable costs associated with such examinations will be borne by the University or its insurers).
- Cooperating in reasonable workplace changes designed to assist the rehabilitation of another employee.

IMPLEMENTATION

This policy shall be implemented in consultation with health and safety representatives and occupational health and safety committees. The Executive Occupational Health and Safety Committee is responsible for the implementation, monitoring and review of this policy, five yearly or as legislative changes occur.

The La Trobe University Executive OHS Committee approved this policy at its meeting on 6 March 2006.