

RETURN TO WORK POLICY (MANAGING INJURY)

About

The Company is committed to assisting any employee who has been injured or becomes ill at work to return to work by providing support, injury management and rehabilitation as required. Where appropriate, we will assist employees to remain at work and if employees need time off, we will assist them to return to work as soon as possible.

When an employee is injured at work, or becomes ill as a result of work, we will:

- (a) Act consistently with medical advice;
- (b) Commence rehabilitation as soon as possible after the injury or illness is sustained;
- (c) Where possible, provide suitable alternative duties;
- (d) Work with employees to establish an injury management and remain/return to work plan as appropriate;
- (e) Take steps to monitor, review and progress injury management and remain/return to work plans; and
- (f) Maintain an employee's confidentiality as much as possible during the process.

Early notification of significant injuries

Procedure

Employees are encouraged to report injuries as early as possible, as injuries are best managed when rehabilitation is commenced as soon as possible after an injury. Early reporting and rehabilitation gives us the best chance to help employees remain at work wherever possible.

Rehabilitation, injury management and plans to remain or return to work will be developed with the injured employee and any applicable medical advice.

If you are injured at work, notify HR Manager (hr@advancenursing.com.au) as soon as possible, of an injury. The insurer will then be notified within the appropriate timeframe regarding any relevant injuries.

Early commencement of injury management

Should an employee require injury management, the Company will ensure the process is commenced as soon as possible after an injury, in a manner consistent with all relevant facts, including medical advice.

Procedure

Early commencement of injury management will be facilitated by:

- (a) prompt reporting of injury/illness to the insurer;
- (b) accurate medical diagnosis and early commencement of treatment;
- (c) liaising with the insurer's injury management adviser; and
- (d) supporting the implementation of an injury management plan, prepared by the insurer (for an employee with a significant injury).

If an employee suffers a significant injury, the services of an accredited rehabilitation provider may be sought, with the consent of the injured employee and the nominated treating doctor. The rehabilitation provider's role is to establish a return to work plan suitable for ensuring the injured employee's early return to work.

The Company may identify accredited rehabilitation providers in consultation with the relevant parties. Notwithstanding such a selection, an injured employee is entitled to nominate any accredited rehabilitation provider to assist in their return to work plan.

Identification of return to work options

The injured employee's return to work should take place as soon as possible, in accordance with the medical advice. This may include a staged process and/or require modifications to the employee's working environment, duties or hours of duty.

The injured employee and their supervisor should have a clear understanding of all work restrictions and observe any limitations imposed by the nominated treating doctor and rehabilitation provider where applicable. The supervisor is responsible for ensuring that other employees are aware of any restrictions.

Procedure

Following the report of injury, and worker's compensation claim being lodged (pending liability being accepted), and if the employee is still at work, a return to work plan shall be developed by the Injury Management Coordinator in consultation with the parties.

It will include:

- (a) identification of return to work options by the nominated treating doctor, the Injury Management Coordinator, the employee, their supervisor, the insurer's Injury Management Adviser and rehabilitation provider as applicable;
- (b) provision of suitable duties;
- (c) documentation of the return to work plan; and
- (d) ongoing review and monitoring by the Injury Management Coordinator.

Provision of suitable duties

Provision of suitable duties is an essential part of this policy. Careful individual assessment of suitable duties is required before a return to work process. The employee will be consulted as part of this assessment.

Procedure

Choice of return to work duties will be made on the basis of:

- (a) the nature and severity of the illness/injury and any restrictions imposed by the nominated treating doctor;
- (b) the predicted time frame for the return to work plan;
- (c) duties available in the employee's division, section, department, or available elsewhere within the Company; and
- (d) the employee's skills, career aspirations, competence and training, and current and potential skill level.

Where possible, the employee's substantive job will be modified and a graded return to pre-injury duties process will be planned. If this is not possible, other suitable duties will be provided as applicable. Some retraining may be required to equip the employee to undertake any alternative duties.

When suitable duties have been identified and agreed upon by the parties, the details will be specified in writing on the return to work plan, and include the following details where applicable:

- (a) the nature of the duties;
- (b) any restriction to be observed;
- (c) any changes in work methods;
- (d) hours and days of duty;
- (e) anticipated progression toward full duties;
- (f) date of commencement and date(s) for review; and
- (g) any changes in conditions of employment.

Review of return to work plan

Any return to work plan will be developed in consultation with the employee. This refers to a written statement of steps designed to help the employee return to work. It outlines details about suitable duties, ongoing monitoring of these duties and any restrictions, including to the hours and days of work.

Procedure

The employee's progress on the return to work plan and any applicable adjustments shall be formally reviewed on a weekly basis. In addition, the injured employee's supervisor will perform informal reviews of the plan on an ongoing basis, and liaise with the Injury Management Coordinator as

necessary. Any formal changes to suitable duties in writing will only be initiated after consultation between the parties.

In some circumstances, particularly if a return to pre-injury duties is considered unlikely or inadvisable, the employee may be transferred temporarily to another position during the return to work process. Employees who transfer to a temporary position retain their salary and conditions of employment while undergoing a return to work plan.

Income and benefits for an employee participating in a return to work plan are subject to the applicable state legislation. You may contact the Injury Management Coordinator if you have any questions about your rights and obligations under the applicable state legislation.

The injury management plan will cease either when the injury is no longer impacting upon the employee's employment or when long-term arrangements to accommodate the injury have been made. The circumstances may include when the injured employee:

- (a) returns to full employment in the substantive position, but with modified duties acceptable to the workplace;
- (b) is appointed to another position within the Company;
- (c) is deemed by the Company to be unlikely to gain further benefit, or to gain only minimal benefit, from continued participation in the return to work plan;
- (d) withdraws from the return to work plan; or
- (e) ceases to be employed by the Company.

The Company shall try to assist employees with long-term disabilities find suitable alternative positions. If, after a reasonable time, the injured employee is unable to perform productive work of a kind normally available within the Company, the Company may consider medical retirement or termination of employment.

Confidentiality

Information relating to an employee on a return to work plan will be confidential and restricted to those involved in providing rehabilitation, treatment and occupational health services. The Company shall adhere to the guidelines set by any applicable state authority in this regard.

If you have any questions about this policy, please contact HR Manager
(hr@advancenursing.com.au).