**WHS010 Workers Compensation and Return to Work (RTW) Program**

*References:*

* *Workplace Injury Management and Workers Compensation Act 1998 ch.3 pt.2 ss.43-45 – Workplace injury management and notification of workplace injury*
* *Workplace Injury Management and Workers Compensation Act 1998 ch.3 pt.2 s.52 – Workplace rehabilitation*
* *Workplace Injury Management and Workers Compensation Act 1998 ch.4 pt.2 div.1s.63 – Register of injuries*
* *WorkCover NSW website information page – Return to work programs*

[*http://www.workcover.nsw.gov.au/law-and-policy/employer-and-business-obligations/return-to-work-programs*](http://www.workcover.nsw.gov.au/law-and-policy/employer-and-business-obligations/return-to-work-programs)

**Purpose**

To ensure that every incident is handled in the correct manner as outlined in the Workers Compensation and Return to Work legislation and to ensure that injured employees are brought back to full health and fitness and resume duties at work as soon as possible.

**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 will manage the employees claim themselves in partnership with the Insurer
* Create a Return to Work Program (standard templates are on GELSafe) 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**

* Create the RTW program for the Centre
* Provide injured person (if there is one) with immediate First Aid and medical attention when necessary
* The incident will be recorded in the Incident Report Form register, found in the Member Area of GELSafe or in a separate manual register of injuries book
* Notify the injury within 48 hours and the Centre will work with the insurer to ensure the employee returns to fitness and work as soon as possible