

D-32 Return to Work Program Category 2 Policy

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

Normanhurst OSHC 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 NORMANHURST OSHC to assist employees to return to work as soon as is safely possible.

Related Policies

- NORMANHURST OSHC Policy: A-12: Policy development and review
- NORMANHURST OSHC Policy A-17: Privacy and Confidentiality
- NORMANHURST OSHC Policy A-20: Insurance
- NORMANHURST OSHC Policy C-3: Staff Orientation and Induction
- NORMANHURST OSHC Policy C-12: Communication
- NORMANHURST OSHC Policy D-10: First Aid
- NORMANHURST OSHC Policy D-28: Workplace Health and Safety

Procedure

As a category 2 employer, NORMANHURST OSHC has completed a standard Return to Work Program for Category 2 employers (Workplace Injury Management and Workers Compensation Act 1998). Educators will be able to access the program in the staff folder and in the policy folder.

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

An injured educator (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 possible after an injury has occurred. They are then required to complete the Register of injuries (attachment 1)

NORMANHURST OSHC has worker's compensation insurance that covers all employees in case they have a work-related injury or illness.

An injured educator 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 2011
- Workers Compensation Act 1987
- Workers Compensation Regulation 2016
- Workplace Injury Management and Workers Compensation Act 1998
- Children (Education and Care Services National Law Application) Act 2010
- State Insurance Regulatory Authority www.sira.nsw.gov.au
- Safe Work Australia: www.safeworkaustralia.gov.au

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Attachment 1

Register of injuries / illness

Employers are required to keep a register of injuries that is readily accessible in the workplace (*Under Section 63 of the Workplace Injury Management and Workers Compensation Act 1998*). The manager of any mine or quarry, or the occupier of any factory, workshop, office or shop is responsible for this register of injuries.

Requirements of injury and illness registration

- Employers must keep a **Register of Injuries** at each workplace for workers to record any workplace injury or illness
- The register of injuries may be kept in electronic form only if the employer provides education, training and facilities to ensure that workers are able to access the register.
- An injured worker (or someone acting on their behalf) must notify the employer in writing, or verbally, of any work-related injury or illness as soon as possible after an injury has happened
- Employers need to provide written confirmation to the injured worker that they received notification of the injury or illness
- Employers need to provide a signed and dated copy of this entry to the injured or ill worker.

NORMANHURST OSHC

Injured / ill worker's details

First name:		Last name:		Date of birth:	
Position:		Department/team:			
Volunteers:		Worker's address:			
Manager/supervisor's name:					

Injury or illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness:				
Bodily location of injury/illness (for illnesses include symptoms):				

Location at time of injury:

How was the injury/illness sustained (cause of injury /illness):

Was any plant, equipment, substance or thing involved in the injury/ illness? If yes, please provide details:

Witnesses

Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness:

Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	

Follow up

Has the injury been reported to the worker's supervisor? Yes or No:

Was any treatment provided? Yes or No. If yes, please provide details:

Did the injured worker return to work following the injury/illness? If yes, please provide details:

Details of person making this entry

First name:		Last name:	
Position:		Department/team:	
Signature:		Date:	
If you are not the injured worker, did you witness the injury/illness? Yes or No			

TO BE COMPLETED BY MANAGER/SUPERVISOR OF INJURED / ILL WORKER

Has an investigation been conducted into the incident? If yes, by whom?	
What controls have been implemented to ensure the incident doesn't happen again:	

Employer confirmation

I, _____ (print name), of
_____ (insert company name),

Hereby confirm receipt of this notification.

Signature: _____ Date: _____

Information in relation to Work Health and Safety Laws

If you are responsible under the Work Health and Safety (WHS) laws for workers other than employees, for example contractors, you may not be required under workers compensation laws to record injuries in your register of injuries. However you may find it helpful to do so. If you wish to include details of all injuries in the one place you should add space in the template to indicate whether or not the person is an employee for workers compensation purposes.

Additional resources

Please refer to the [Workers Compensation Regulation 2016](http://www.legislation.nsw.gov.au) (www.legislation.nsw.gov.au) for more detailed information.

Further Information

Contact Safe Work NSW Customer Service on **13 10 50** or visit safework.nsw.gov.au.

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