BASIC BELIEF
Our school recognises and accepts its obligation to assist staff to return to work as soon as possible when injured or made ill because of their work.

IMPLEMENTATION
- The workplace must have a nominated Return to Work coordinator who will manage the return to work of any injured worker, and each staff member will be made aware of the name of the coordinator. (see Appendix)
- Full details regarding the role of the Return to Work coordinator, and the management of employees return to work can be obtained from the WorkCover Management manual obtainable at: www.sofweb.vic.edu.au/hrm/workcov/index.htm
- Return to work will commence as soon as practicable after illness or injury, and a return to work plan will be established using WorkCover criteria for any worker who is unable to work for 20 or more calendar days as the result of a work place injury.
- This plan will be established as soon as it is indicated that an absence from work of 20 or more days is likely.
- Remaining at or returning to work, as soon as is safely possible after injury, is a normal workplace practice and expectation.
- Suitable duties, which do not jeopardise the well being of the worker and take into account the employee’s work history, training and qualifications, and consistent with professional health advice will be provided, where possible, as part of the return to work program.
- There will be full involvement of workers in the development and implementation of their own return to work plan.
- Participation in a return to work program will not, of itself, prejudice any worker.
- Return to work activities will be reviewed weekly in consultation with the worker to ensure that progress is continuing.
- The confidentiality of workers’ information during return to work and any occupational rehabilitation will be maintained.
- All staff are expected to assist and co-operate in ensuring that this policy is followed, and that their responsibilities in relation to worker rehabilitation are followed.
- This policy will be reviewed as part of the school’s three year review cycle or when appropriate due to alterations to WorkCover legislation.
- This policy should be read in conjunction with the Injuries to Staff Policy.

This policy was ratified by the Mansfield Primary School Council on – 16th August  2010

Review Date: 2013