# 

Return to   
work policy

Insert version number

Insert date

# Version history

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| **Author** | **Date** | **Version number** | **Notes** |
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# Overview

At [insert business name], ensuring the health and safety of our employees is of utmost importance. We will do our best to remove any risks and take the necessary preventative measures to maintain a safe working environment for all employees and to ensure business continuity if a staff member should be injured or ill.

# Purpose

The purpose of this document is to provide a return to work procedure for all [insert business name] employees who experience a work-related illness or injury, while performing work for [insert business name]. This policy will assist injured or ill employees to return to work as soon as it is safe for them to do so.

# Policy

While each return to work case will be considered independently, the business will at minimum take the following measures:

* Support the injured and/or ill employee and provide them with all the information they need to help them return to work safely and efficiently
* Liaise with the injured and/or ill employee, the doctor treating them and other relevant team members, to determine their needs and requirements
* Construct, implement and monitor the injured and/or ill employee’s return to work arrangements with the employee, their manager, their doctor and any other parties involved
* Adjust or provide alternative duties for the injured and/or ill employee
* Consult the injured and/or ill employee and employee representatives, if necessary, to assist with the return to work process and ensure it is effectively carried out
* Provide the injured and/or ill employee with information on workers’ compensation claims
* Improve [insert business name]’s health and safety systems and return to work processes, and
* Guide the injured and/or ill employees to make sure they understand and fulfill their role and obligations in the return to work process.

# What happens in event of an injury or illness

If an employee sustains an injury or illness and has been off work for three consecutive days, [insert business name] will arrange for a member of staff or representative to make contact with the ill and/or injured employee to assist the employee with the process and run through the following:

* Completion of the workers’ compensation forms
* Employee’s rights, obligations and the [insert business name] return to work process
* Constructing a unique Return to Work Plan and arrangements for the employee’s specific needs, with their doctor and manager. The plan can include alternative work duties or hours is required. This plan will be approved by the doctor treating the employee, to ensure they are able to fulfill the requirements set out in the plan.

# Alternative duties

Alternative duties will be agreed on between the injured and/or ill employee, their doctor and manager. These duties will be identified after a consultation with all relevant parties and will be specified in writing and reviewed on a regular basis. Alternative duties may include:

* Duties the employee was performing before the illness/injury
* Completed at the same or a different location
* Different hours and/or modified duties
* Different duties altogether
* Full time or part time duties; and
* Training opportunities.

# Employee’s rights

Ill and/injured employees have the right to:

* Involve a treating doctor who will be included in the construction, management, and review of the return to work plan
* Be included in construction of their return to work plan
* Access documents relating to their workers compensation claim, if a worker’s compensation claim is
* Request adjustments to the environment and duties to minimise the risk of further injury and/or illness
* Be assigned a case manager who will support the employee and organise everything they need.

# Further information

For further information regarding this policy or if you have any questions or concerns, please contact your manager. If your manager is not reachable please make contact with another member on the management team.