Injury and Illness Management and Return to Work Policy

DETAILS

<table>
<thead>
<tr>
<th>Effective from:</th>
<th>19 December 2019</th>
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</thead>
<tbody>
<tr>
<td>Contact officer:</td>
<td>Executive Coordinator Corporate WHS</td>
</tr>
<tr>
<td>Next review date:</td>
<td>December 2021</td>
</tr>
<tr>
<td>File reference:</td>
<td>HR54/171/04</td>
</tr>
<tr>
<td>iSPOT #</td>
<td>This policy 37138766</td>
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<td></td>
<td>Value Proposition 41906415</td>
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OBJECTIVES AND MEASURES

<table>
<thead>
<tr>
<th>Objectives</th>
<th>• Ensure early and effective intervention for work-related injuries and illness which promotes safe recovery at work and facilitates a successful rehabilitation</th>
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<tbody>
<tr>
<td>Performance Measures</td>
<td>• Improving the percentage of injured workers that are able to recover at work following an injury and ultimately are fit to return to their nominal positions</td>
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POLICY STATEMENT

Council recognises the benefits and is committed to assisting injured workers to safely recover at work or make an early return to work that will facilitate rehabilitation.

Council supports workers with a work-related injury by having a workplace injury management and return to work system in place. This includes immediate injury management support and the provision of suitable duties, in accordance with the provisions of the Injury Management and Return to Work Procedure which supports this policy and forms part of Council’s Work Health and Safety Management System (WHSMS). All workers have a responsibility to comply with the requirements of this policy, supporting procedures the WHSMS and legislation.

Council will provide meaningful suitable duties as soon as possible for all injured workers with the capacity to work, in accordance with medical advice.

For workers who have a non-work related injury, support, suitable duties and reasonable accommodations are provided, so far as reasonably practicable, to enable workers to recover at work or make a safe and early return to work.

As part of the injury management and return to work system the Council is committed to:

• providing a safe and healthy work environment
• encouraging the early reporting of work related injuries and provision of immediate support
• facilitating immediate injury management support, including medical treatment and rehabilitation for work-related injuries
• ensuring appropriate suitable duties are available as soon as possible to enable injured workers to recover at work or make a safe and early return to work
• ensuring all workers are consulted in developing their suitable duties program
• involving all key stakeholders, as outlined in the Injury Management and Return to Work Procedure, to facilitate workers to recover at work or make an early return to work
Injury and Illness Management and Return to Work Policy

- ensuring confidentiality of our workers' medical and injury management information
- ensuring injured workers are not discriminated against or disadvantaged by participating in a workplace injury management and return to work program
- focusing on workplace based injury management and functional goals, with durable employment in the nominal work area always the preferred rehabilitation and return to work outcome
- complying with the provisions of the Workers’ Compensation and Rehabilitation Act 2003 for accepted workers’ compensation claims
- providing education to line leaders and injured workers regarding their roles and responsibilities in injury management

SCOPE

This policy applies to all workers paid through the Council payroll system. It excludes contractors/sub-contractors, labour hire, volunteers, visitors and Councillors.

DEFINITIONS

Council – Council of the City of Gold Coast

Identified restrictions – medical restrictions as outlined by a treating doctor, specialist or allied health professional

Non-work-related injury - a physical or psychological injury or illness where employment is not a significant contributing factor to the cause of the condition

Nominal work area – local work area (team, section) that an injured/ill worker is employed in their substantive role

Suitable Duties – Are work duties for which the worker is suited having regard to the following matters:
- the nature of the worker's incapacity and pre-injury employment;
- relevant medical information;
- the rehabilitation and return to work plan for the worker;
- the provisions of the employer’s workplace rehabilitation policy and procedures;
- the worker's age, education, skills and work experience;
- if duties are available at an alternate location;
- any other relevant matters.

Work Health and Safety Management System (WHSMS) – The framework for the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS Policy, and so managing the risks associated with the business of the organisation (AS/NZS 4801 OHS Management Systems)

Work-related injury - a physical or psychological injury or illness where employment is a significant and major contributing factor.

For further definitions refer to the electronic version of the work health and safety management system. (See supporting documents below.)

RELATED POLICIES AND DELEGATIONS

Code of Conduct for Employees
Disciplinary Policy
Enterprise Risk Management Policy
Good Working Relationships Policy
Grievance Resolution Policy
Information Management Policy
Injury and Illness Management and Return to Work Policy

Information Privacy Policy
Leave Policy
Legal Advice Policy
Managing Displaced Employees Policy
Occupational Violence Prevention and Management Policy
Work Health and Safety Policy

LEGISLATION
Workers’ Compensation and Rehabilitation Act 2003
Workers’ Compensation and Rehabilitation Regulation 2003
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Information Privacy Act 2009
Right to Information Act 2009
Anti-Discrimination Act 1991
Criminal Code Act 1899 – Qld

SUPPORTING DOCUMENTS
Work Health and Safety Corporate WHS Procedures and other supporting documents (refer to procedures listed in WHS Management System
Injury Management and Return to Work Procedure (iSpot reference 49174104)
Incident Response and Reporting Procedure (iSpot reference 23355619)
WHS Definitions (iSpot reference 30966534)

RESPONSIBILITIES
Sponsor
Chief Operating Officer
Owner
Manager Corporate Safety and Risk

VERSION CONTROL

<table>
<thead>
<tr>
<th>Document</th>
<th>Date</th>
<th>Approved</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>37138766 v14</td>
<td>19.12.19</td>
<td>CEO #75277388</td>
<td>Major changes</td>
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<tr>
<td>37138766 v13</td>
<td>16.06.17</td>
<td>COO #62486043</td>
<td>Minor changes to performance measures</td>
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<tr>
<td>37138766 v12</td>
<td>26.05.17</td>
<td>CEO #62302110</td>
<td>Major changes</td>
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| 37138766 v11| 05.08.15  | CEO #50697396| Policy replaces Rehabilitation Policies
                  1. Medically Incapacitated Employees – Non-Work Related Injuries
                  2. Medically Incapacitated Employees – Work-Related Injuries |