

SCHWARZ

# Family Practice

ELDERSLIE

## Rehabilitation Policy and Procedure

This Rehabilitation Policy and Procedure applies to all Employees of the business.

The objective of the policy is to ensure a comprehensive return to work program for employees.

The requirement is for all staff to comply with Rehabilitation Policy and Procedure Policy.

Procedures (not required)

## Purpose

The purpose of this Rehabilitation Policy and Procedure is to provide a comprehensive framework for an Australian business to support the rehabilitation and return to work of employees following injury or illness. By implementing this policy and procedure, the organisation aims to promote a supportive workplace culture, minimise the impact of injury or illness on employees and the business, and ensure compliance with relevant legislation and regulations.

## Objective

The primary objectives of the Rehabilitation Policy and Procedure are to:

- Promote a proactive approach to injury prevention and management within the organization.
- Facilitate timely and appropriate support for employees who have sustained an injury or illness, whether work-related or not.
- Encourage and support the early return to work of employees through suitable duties and reasonable adjustments.
- Ensure effective communication and collaboration between all stakeholders involved in the rehabilitation process, including employees, managers, healthcare providers, and insurers.
- Maintain compliance with relevant legislation, regulations, and industry standards related to workplace rehabilitation and return to work.

## Policy Requirements

To successfully implement the Rehabilitation Policy and Procedure, the organisation must meet the following requirements:

- Develop and maintain a written Rehabilitation Policy that outlines the organisation's commitment to supporting the rehabilitation and return to work of employees following injury or illness.
- Establish a designated Rehabilitation Coordinator responsible for overseeing the implementation and management of the Rehabilitation Policy and Procedure.
- Provide training and resources for managers and supervisors to effectively support employees during the rehabilitation process and facilitate their return to work.
- Implement an early intervention process that enables prompt identification and assessment of employees who may require rehabilitation support following an injury or illness.
- Develop and maintain individualised Return to Work Plans (RTWPs) in collaboration with employees, healthcare providers, and other relevant stakeholders, taking into account the employee's medical restrictions and the availability of suitable duties.
- Ensure open and ongoing communication between all parties involved in the rehabilitation process, including regular progress reviews and updates to the RTWP as required.
- Make reasonable adjustments to the workplace, work processes, or work equipment, where necessary, to accommodate the needs of employees during their return to work.

- Maintain accurate records of all rehabilitation activities, including injury/illness reports, RTWPs, and progress reviews, in accordance with relevant legislation and organizational requirements.
- Monitor and evaluate the effectiveness of the Rehabilitation Policy and Procedure, and implement improvements as needed to ensure ongoing compliance and best practice in workplace rehabilitation.
- Ensure that the organization's Rehabilitation Policy and Procedure are communicated to all employees and made readily accessible within the workplace.

The practice Manager is responsible for communicating the Rehabilitation Policy and Procedure to all persons working for or on behalf of the organisation and making it available to interested parties.