

SCHWARZ

Family Practice

ELDERSLIE

Return to Work Policy

This Return-to-Work Policy applies to all Employees of the business.

The objective of the policy is to ensure effective return to work practices for injured employees.

The requirement is for all staff to comply with Return-to-Work Policy.

Procedures

- 1) Notify employer immediately if any illness or injury is preventing return to work.
- 2) Injured employee to provide all medical documentation as required.
- 3) Injured employee to follow Return to Work Plans.
- 4) Review and monitor of the injured worker return to work progress.

Purpose

The purpose of this Return-to-Work Policy is to establish guidelines and procedures for the effective management of employees returning to work at Schwarz Family Practice after a period of absence due to illness, injury, or other personal circumstances. This policy aims to facilitate a safe and timely return to work while promoting employee well-being and ensuring compliance with relevant Australian legislation, regulations, and industry standards, such as the *Fair Work Act 2009 (Cth)* and the *Workers Compensation Act 1987 (NSW)*.

Objective

The objectives of the Return-to-Work Policy are to:

- Support employees in their recovery and rehabilitation process and assist them in returning to work in a safe, timely, and sustainable manner.
- Ensure that all employees, supervisors, and managers are aware of their roles and responsibilities in relation to the return-to-work process and are provided with the necessary training and resources to fulfil these responsibilities.
- Develop and implement individualized return-to-work plans that take into account the employee's medical restrictions, functional capabilities, and job requirements, while minimizing the risk of re-injury or aggravation of the condition.
- Engage in effective communication and consultation with employees, their treating medical practitioners, and other relevant stakeholders throughout the return-to-work process.
- Continuously improve Schwarz Family Practice's return to work outcomes and performance through regular review and evaluation of the policy and its effectiveness.

Policy Requirements

To achieve the objectives outlined in this Return-to-Work Policy, the following requirements must be met:

- **Designation of Return-to-Work Coordinator:** Schwarz Family Practice will designate a Return-to-Work Coordinator who is responsible for overseeing the return-to-work process, providing support and guidance to employees and supervisors, and ensuring compliance with this policy and relevant legislation.
- **Employee Notification:** Employees must notify their supervisor or the Return-to-Work Coordinator as soon as practicable of any illness, injury, or personal circumstance that may require a period of absence from work and may necessitate a return-to-work plan.
- **Medical Assessment and Documentation:** Employees returning to work after a period of absence due to illness or injury may be required to provide medical documentation, such as a medical certificate or fitness for work assessment, which outlines any work restrictions or accommodations required.
- **Development of Return-to-Work Plans:** In consultation with the employee, their treating medical practitioner, and the employee's supervisor, the Return-to-Work Coordinator will

develop an individualised return-to-work plan that outlines appropriate modifications, accommodations, or alternative duties to facilitate a safe and sustainable return to work.

- **Monitoring and Review:** The Return-to-Work Coordinator, in conjunction with the employee's supervisor, will regularly monitor and review the employee's progress and return-to-work plan, making any necessary adjustments to ensure ongoing suitability and effectiveness.
- **Training and Education:** Schwarz Family Practice will provide training and education to employees, supervisors, and managers on their roles and responsibilities in relation to the return-to-work process, as well as the principles and objectives of this Return-to-Work Policy.
- **Policy Review and Evaluation:** This Return-to-Work Policy will be reviewed at least annually or following significant changes to relevant legislation, regulations, or industry standards. Regular audits will be conducted to ensure ongoing compliance with this policy and to identify areas for improvement.

By implementing and adhering to this Return-to-Work Policy, Schwarz Family Practice demonstrates its commitment to promoting employee wellbeing, facilitating a safe and sustainable return to work, and fulfilling its legal and ethical obligations related to employee rehabilitation and return to work.

Practice Manager is responsible for communicating the Return-to-Work Policy to all persons working for or on behalf of the organisation and making it available to interested parties.