

<b>Name of Policy</b>	<b>National Workplace Injury Management and Rehabilitation Policy - Interim</b>	
<b>Description of Policy</b>	The development of a National Workplace Injury Management and Workplace Rehabilitation Policy assists the University in achieving equity in the effective management of workplace injuries and work related rehabilitation for injured/ill staff. This policy statement is to be read and understood within the context of the varying State/Territory legislation.	
<input checked="" type="checkbox"/> New Policy	<input type="checkbox"/> Revision	
<b>Description of Revision</b>		

**Human Resources Directorate**

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	21 April 2009

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## 1. Policy Principles

Australian Catholic University (ACU) as far as it is reasonably practical to do so, aims to provide its staff with a safe and healthy workplace.

In the event, of a staff member suffering a workplace injury or illness, ACU aims to ensure that assistance will be provided with the intention being to facilitate a timely and safe return to work where it is possible to do so.

## 2. Definitions

Term	Definition
<b><i>Injury Management</i></b>	The process that comprises activities and procedures that are undertaken or established for the purpose of achieving a timely, safe and durable return to work for staff following workplace injuries/illnesses.
<b><i>Rehabilitation</i></b>	A managed process involving early intervention with appropriate, adequate and timely services based on assessed needs and which is aimed at maintaining injured or ill employees in, or returning them to, suitable employment [Source: NOHSC:302 1, 1995]
<b><i>Rehabilitation/Return to Work/Injury Management Plan</i></b>	The individual plan or program developed to the specific needs of the staff member in consultation with Managers/Supervisors, the University Rehabilitation/Return to Work Coordinator, the University Insurer, Rehabilitation Provider (where appointed), staff member and treating medical practitioner.
<b><i>Suitable Duties</i></b>	Duties for which the injured worker is medically suited whilst recovering. They will vary according to factors such as the type of injury sustained, medical restrictions, level of education or skills, pre-injury duties and hours of work. Suitable duties are meant to be a short term graduated arrangement that may include: <ul style="list-style-type: none"><li>• parts of the job the injured worker was doing before the injury;</li><li>• the same job, but on reduced hours; and/or</li><li>• Different duties in the same or another section altogether.</li></ul>
<b><i>Workplace Injury or Illness</i></b>	Any injury or illness that arise in the course of, or in connection with, a staff member's work, and to which work is a substantial contributing factor.

## 3. Australian Catholic University's Intentions

In accordance with its legislative obligations, ACU will take all reasonable steps to ensure that:

- Individual workplace based rehabilitation plans, also known as Return to Work Plans and Injury Management Plans, are developed and this is commenced directly after the injury or illness is reported;
- Suitable duties are provided in accordance with the relevant legislation whenever it is possible to do so. This may depend on a number of factors including the injured staff member's fitness and the availability of suitable duties;
- Staff are consulted so as to maintain the effectiveness of the rehabilitation program;
- Staff are not subject to unfair or discriminatory treatment as a result of participation workplace rehabilitation;
- Staff are aware of their rights and responsibilities in relation to the injury management and rehabilitation process; and
- Investigations of significant incidents are conducted in order to implement effective control strategies to prevent recurrences.

#### **4. Responsibilities**

**Managers and Supervisors** are responsible, as far as it is reasonably practicable for them to do so and within the scope of their authority, for ensuring that:

- the objectives of this policy are integrated into the workplace;
- when a staff member suffers a workplace injury or illness, the Rehabilitation Coordinator is notified as soon as practicable; and
- They are involved in the rehabilitation process and assist in any investigation required.

**Injured staff must:**

- Participate and cooperate in the establishment of an Injury Management Plan and fulfil their obligations under the prospective plan;
- Nominate a treating doctor who is authorised to participate in the development of the Injury Management Plan, including provision of relevant information to the Insurer or Rehabilitation Coordinator; and
- Make all reasonable efforts to return to their pre-injury position as soon as possible.

**The Rehabilitation/Return to Work Coordinator** is responsible for ensuring that:

- ACU complies with all legislative requirements in relation to its Injury Management and Rehabilitation obligations;
- An appropriate Rehabilitation Provider or Consultant is appointed where required;
- Written, individual workplace rehabilitation plans are agreed to and signed by all relevant parties and all parties are kept informed of the progress of the rehabilitation process;
- The progress of individual rehabilitation plans are documented; and
- All parties respect the confidentiality of staff rehabilitation information and records.

#### **5. Policy Summary Statement**

This policy is intended to be a summary of some of the rights and obligations which are created by the legislation. It is not intended to go beyond the legislation. In addition, there may be exemptions from, or qualifications to, the legislation, which are not referred to in this Policy. The relevant legislation may change from time to time, and this Policy may also be varied from time to time. This Policy is not a term of any contract, including any contract of employment.

#### **6. Policy Review**

The University may make changes to this Policy from time to time. In this regard, staff members who wish to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

#### **7. Further Assistance**

Any staff member who requires assistance in understanding the National Workplace Injury Management and Rehabilitation Policy should first consult their nominated supervisor. Should further policy advice be needed, staff members should contact the Human Resources Consultant responsible for their campus.