

# **SOUTH WEST HEALTHCARE OCCUPATIONAL REHABILITATION POLICY**

## **MANAGEMENT COMMITMENT:**

South West Healthcare is committed to:

1. Preventing injury and illness through providing a safe and healthy work environment.
2. Ensuring that the occupational rehabilitation/return to work process is commenced as soon as possible after an injury in a manner consistent with medical judgement.
3. Ensuring that return to work as soon as possible by an injured employee is a normal expectation.
4. Providing suitable employment for an injured employee as an integral part of the occupational rehabilitation/return to work process.
5. Consulting with employees and any union representing them to ensure our occupational rehabilitation program operates effectively.

Employee participation in an occupational rehabilitation/return to work program will not, in itself, prejudice an injured employee.

## **INDIVIDUAL RESPONSIBILITIES:**

### **Departmental Managers have Responsibilities to:**

- Implement this policy and make employees aware of South West Healthcare's commitment to occupational rehabilitation;
- Ensure employees are made aware of the occupational rehabilitation procedures and their responsibilities;
- Notify the Employee Health and Welfare Manager within 24 hours, when an employee is injured and is unable or likely to be unable to return to work.

- Consult with the Employee Health and Welfare Manager and appropriate employee representatives when providing suitable duties/employment for an injured employee;
- Maintain contact with the injured employee, ensuring that the relevant payroll details are submitted each fortnight.

### **Employees have Responsibilities to:**

- Take reasonable care in the performance of their work so as to prevent injury to self and/or others;
- Report all injuries within 24 hours to their respective managers and the Employee Health and Welfare Manager;
- Co-operate with management to ensure early and effective rehabilitation is achieved;
- Actively engage in occupational rehabilitation/return to work programs consistent with medical judgement.

### **APPROVED OCCUPATIONAL REHABILITATION PROVIDER(S):**

South West Healthcare's authorised insurer will provide injured employees with a list of three suitable rehabilitation providers. Employees will be asked to choose one provider from this list to assist in the return to work process.

**SIGNED:**



*Chief Executive Officer*

*Revised: 2009*