



Rehabilitation and Injury Management Policy

The Department of Communications and the Arts (the Department) is committed to preventing work related injury and illness by creating a safe and healthy working environment and ensuring compliance with the *Work Health and Safety Act 2011 (Cth)*.

In the event of a work-related injury or illness, the Department will assist employees to achieve a safe return to work, in a way that will facilitate their best possible recovery. In keeping with best practice injury management, the Department will focus on early intervention, active case management and outcomes-based rehabilitation to enable optimal return to work.

The primary goal of the *Safety, Rehabilitation and Compensation Act 1988 (SRC Act)* is to minimise both the incidence and impact of injury and illness on the Department and its employees. In achieving this goal, the Department will:

- Develop, communicate and maintain Rehabilitation and Injury Management Guidelines which meet the standards set by the Safety, Rehabilitation and Compensation Commission.
- Facilitate a return to work for employees who are injured or ill at work as soon as possible and to provide information to assist an injured and/or ill employee to return to work.
- Determine the needs of the injured and/or ill employee by liaising with the employee, the nominated treating doctor, our workers' compensation insurance provider and other relevant team members.
- Provide early access to rehabilitation services, for example accredited workplace rehabilitation providers where required.
- Develop and implement the injured and/or ill employees return to work plan in conjunction with the employee, our workers' compensation insurance provider, the nominated treating doctor and the workplace rehabilitation provider.
- Provide suitable alternative duties for an injured and/or ill employee as an integral part of the rehabilitation and return to work process.
- Consult with employees and where applicable any employee representatives, to assist the rehabilitation and return to work process to operate effectively.
- Provide employees with information about workers compensation claims including choice of nominated treating doctor and accredited workplace rehabilitation provider.
- Maintain records of injury management and return to work statistics and develop responses to continually improve the Department's Work Health and Safety Management System and return to work processes.
- Advise injured and/or ill employees that participation in rehabilitation and return to work plans is voluntary, however non-participation may result in reduced benefits.
- Monitor the Department's Rehabilitation and Injury Management practices and report on performance annually.



Please contact your Manager or the Employment and Environment Team if you require additional information in relation to this policy.

If you become aware of any actual or possible non-compliance with this policy you should immediately report it to your manager or supervisor.

This Rehabilitation and Injury Management Policy will be reviewed periodically to ensure it remains relevant and suitable.



Mike Mrdak AO
Secretary

 March 2018

