



AFTRS Rehabilitation Procedure

Linked Policy	This procedure details the processes pursuant to The AFTRS Rehabilitation Policy
Responsible Officer	Director, Corporate and Student Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer
Effective Date	15 th July 2009 Reviewed 6 th August 2011
Associated Documents	AFTRS Rehabilitation Policy <i>Safety, Rehabilitation and Compensation Act 1988</i> Comcare Rehabilitation Guidelines for Employers – 2005 AFTRS Health and Safety Management Arrangements Information Privacy Principles

1. Procedures Name

The AFTRS Rehabilitation Procedure

2. Preamble to procedures

Section 41, Part III of the *Safety, Rehabilitation and Compensation Act 1988* (the Act) requires Commonwealth Agencies to develop a Rehabilitation Policy. AFTRS implemented a Rehabilitation Policy a number of years ago. This Policy and the associated Procedures have now been reviewed in light of changes to legislation and the School environment.

3. Scope

This procedure establishes the authority, responsibility and method for initiating and monitoring a rehabilitation program for an employee of the School. It covers both compensable and non-compensable injuries and sickness.

4. Definitions

"*Employee*" means any AFTRS employee or volunteer deemed an employee for the purposes of the Act.

"*Case Manager*" means the employee delegated under section 41A of the Act to coordinate the rehabilitation program and return to work process on behalf of AFTRS.

"*Return To Work Plan*" means the injured employee's plan for return to, or maintenance at, work setting out goals, services to be provided, responsibilities and timeframes.

"*Suitable duties*" means duties which are appropriate to the employee's capacities, skills and experience and in consideration of medical limitations – this may involve modification to duties, alternative duties or modified hours while on a return to work plan.

"*Rehabilitation Provider*" means a Comcare approved Rehabilitation organisation engaged by AFTRS.

5. Procedures

a. **Rehabilitation Management**

The Rehabilitation Program will be managed by the Human Resources Department. Case Managers, if not the Head of Human Resources, will work under the close oversight of the Head of Human Resources.

In the case of compensable injury rehabilitation management, Comcare specified that the appropriate classification level for a Case manager is at least the equivalent of an AFTRS 10 and that they will have undergone Comcare approved Case Manager training.

In the case of non-compensable injury or sickness rehabilitation management, the Case Manager will have undergone Comcare approved Case manager training and have experience in managing rehabilitation programs.

In all instances the Case Manager will have a knowledge of the functions and operations of AFTRS and be able to determine appropriate procedures and duties within this environment. The Case Manager will also have the support of the Senior Executive in achieving effective return to work outcomes.

b. Advising Human Resources

To ensure the most effective early intervention supervisors are required to advise Human Resources as soon as possible if any of the following occur.

- There is an accident or incident at work. An incident report form should be completed and copies forwarded to the Head of Human Resources.
- An employee indicates, or provides a medical certificate indicating, that they are unable to perform the full range of their normal duties.
- A supervisor becomes aware that a staff member has an accident which may have resulted in injury.
- A supervisor becomes aware that a staff member has an illness which may affect their work performance.
- A staff member is proceeding on personal leave for medical reasons for 10 days or more.

c. Action by Human Resources

The Head of Human Resources will consider the circumstances surrounding the illness or injury and determine if further action is required. In the case of a workplace injury the Head of Human Resources will consider whether any workplace environment remedial action needs to be taken and the incident report will be referred to the OH&S Committee for consideration.

If the injury is compensable Human Resources will undertake the required action as outlined by Comcare and in accordance with the Act. This will generally involve the completion of an Application for Compensation form, a return to work plan prepared by a Rehabilitation Provider, an monitoring of the medical progress of the employee and the return to work plan. *Costs related to the program will usually be met by Comcare.*

If the injury is non-compensable Human Resources will determine whether it is necessary to engage a Rehabilitation Provider to assess the injury, the appropriateness of the work environment, and prepare and monitor a return to work plan. *Costs related to the program, other than replacement staff or contractors, will be managed through Human Resources.*

d. The Rehabilitation Program

This will facilitate communication between the employee, medical practitioners, the supervisor and other impacted employees. Communication with the employee is encouraged but will be monitored through Human Resources.

The Program will recognise the employee's existing skills, experience and capabilities in determining appropriate duties for a return to work plan and provide workplace training and/or placements where appropriate. Retraining and redeployment programs will only be used where it is not possible for the employee to return to their previous duties.

The supervisor will be involved in all decisions relating to suitable duties.

The Supervisor will:

- make every attempt to determine appropriate and valuable suitable duties in accordance with medical requirements as part of the return to work plan;
- keep the Head of Human Resources informed of the employee's progress in all aspects of work performance during the return to work;
- ensure the employee's colleagues are supportive of the return to work plan and advise the Head of Human Resources of any problems in this area (the Head of Human Resources will then determine any further action);
- demonstrate their commitment to, and support of, the employee's return to work plan, and
- ensure they are aware of the Commonwealth Information Privacy Principles and not divulge medical information.

The Employee will:

- provide all relevant medical information to the Head of Human Resources;
- commit to undertaking all aspects of the return to work program including all duties reasonably assigned to them, and
- attend all recommended medical treatment indicated in their return to work plan, outside of work hours wherever possible.

e. Possible Outcomes (in order of preference)

- Return to full time work in previous position.
- Return to full time work in different position.
- Return to part time work in previous position.
- Return to part time work in different position.
- Involuntary Retirement due to inability to provide appropriate long term duties.
- Involuntary Retirement on the grounds of invalidity.

f. Evaluation

The Head of Human Resources will regularly review progress towards the objectives of the Rehabilitation Program including discussion with all involved parties.

At the closure of each case (as determined by the Head of Human Resources) the outcome of the Rehabilitation Program will be evaluated against the objectives. The process will also be reviewed.

g. Reporting

The Head of Human Resources will regularly report to the Senior Executive through the Director, Corporate Services on the number of new incidents, and new or ongoing compensation claims and rehabilitation programs. Similar details will also be reported to the Occupational Health and Safety Committee.

6. Implementation

I. Roles and responsibilities

The Head of Human Resources is responsible for overseeing the management and assessment of rehabilitation, providing senior management with relevant reports, and reviewing this policy and related procedures.

Human Resources is responsible for the identification and training of Case Managers as well as all liaison with Comcare in relation to compensable matters.

The Case Manager will be responsible for liaising with the employee, supervisors/managers, the Executive and medical practitioners as necessary to develop, implement and monitor any return to work plan.

The Supervisor/manger is responsible for advising Human Resources of any relevant injury or illness, actively attempting to develop appropriate and valuable medically suitable duties as part of a return to work plan, and ensuring that they are the employee's colleagues are supportive of the process.

The Employee is responsible for providing all relevant medical information, committing to the return to work program and attending all recommended medical treatment.

II. Procedures and Forms

Attachment – Accident and Injury Report

Accident, Incident & Injury Report



A. INJURED PERSONS DETAILS

Full Name:			
Position Title:			
Address:			
Section:		Work Phone:	
Home Phone:		Mobile:	

B. ACCIDENT/INJURY DETAILS

Time:		Day:		Date:	
Nature of injury (e.g. cut, bruise etc)					
Locality of Accident:					
Describe fully the activity the injured person was engaged in at the time of the injury.					
Apparent cause of accident (machinery, equipment etc involved).					
Details of witnesses present at the time of the accident.					
	<i>Name</i>	<i>Address</i>	<i>Phone</i>		
1					
2					
Details of First Aid Treatment/medical advice received:					
Expected duration of Absence		From		To	

C. DETAILS OF PERSON COMPLETING REPORT

Full name:		Position Title:	
Signature:		Date:	Phone:

D. DETAILS OF CORRECTIVE ACTION

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Please forward to the Head of Human Resources.