

Rusher Rogers HR Solutions is committed to providing a safe and healthy workplace for all workers. Should one of our workers incur a work related injury that means they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as it is safely possible.

RUSHER ROGERS HR SOLUTIONS' RETURN TO WORK OBLIGATIONS

(Accident Compensation Act 1985)

Return to Work Obligations	How we will meet these obligations
Provide employment	For the duration of the employment obligation period, to the extent reasonable to do so, we will provide injured workers with suitable employment, if the worker has a current work capacity, or pre-injury employment, if the worker no longer has an incapacity.
Plan return to work	<p>From the time that we know of a worker's incapacity for work we will plan for a worker's return to work. This includes:</p> <ul style="list-style-type: none"> • obtaining relevant information about the worker's capacity for work • considering reasonable workplace support, aids or modifications to assist in the worker's return to work • assessing and proposing options for suitable employment or pre-injury employment • engaging in consultation • providing the worker with clear accurate and current details of the worker's return to work arrangements • monitoring the worker's return to work
Consult about the return to work of a worker	We will consult with the injured worker, the worker's doctor or healthcare provider (where the worker has given their consent) and occupational rehabilitation provider (where one has been engaged) about their return to work.
Nominate a return to work coordinator	We will nominate and have appointed a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist in meeting our obligations under the return to work part of the Act.
Make specific return to work information available	<p>We will at all times, make specific return to work information available to workers. Return to work information will also be made available to workers following a workplace injury. This information will include the display of the 'if you are injured poster' required under the Act – which can be viewed on our website – http://rrhr.com.au/wp-content/uploads/2015/03/worksafeifyouareinjuredatworkposter.pdf.</p> <p>We will consult with workers about how specific return to work information is made available to workers.</p>

YOUR RIGHTS AND OBLIGATIONS AS AN INJURED WORKER

Worker Rights	Worker Obligations
<ul style="list-style-type: none">• choose your doctor or healthcare provider• choose an occupational rehabilitation provider from a list of a minimum of three providers (when this service is required)• be represented, assisted and supported in the return to work process. This person can be a family member, friend or colleague or union representative.• be provided with suitable employment or pre-injury employment after a workplace injury• privacy of their confidential information• appeal decisions made regarding your claim	<ul style="list-style-type: none">• make reasonable efforts to return to work• make reasonable efforts to actively participate and cooperate in planning for return to work• actively use an occupational rehabilitation service when required and cooperate with the provide of that service• actively participate and cooperate in assessments of your capacity for work, rehabilitation progress or future employment prospects• actively participate and cooperate with the WorkSafe agent in an interview to enhance your opportunities to return to work, if requested to do so

For information about your rights and obligations as a worker you can review the following WorkSafe publications available from the WorkSafe website:

- Return to Work Coordination – the basics you need to know
- Returning to Work – A guide for injured workers
- Introducing the WorkSafe scheme – A guide for injured workers’ booklet

RETURN TO WORK ISSUES RESOLUTION PROCEDURE

If/when an issue concerning return to work arises within our workplace, we will refer to the Return to Work Issue Resolution Procedure specified in the Ministerial Direction. For further information on return to work issue resolution see WorkSafe’s Steps to Resolving Return to Work Issues fact sheet, which is available from our website –

<http://rrhr.com.au/wp-content/uploads/2015/03/worksafestepstoresolvingrtwissuesjuly2010.pdf>.

CONSULTATION

Following consultation with our workplace via email, this policy was endorsed by senior management and it was agreed it would be made available to workers via our website – <http://rrhr.com.au/wp-content/uploads/2015/03/rrhrrtwinfo.pdf>.

FURTHER INFORMATION

Our Authorised Agent

Name:Allianz – Australia Workers’ Compensation (Victoria) Limited

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WorkSafe

Phone: 1800 136 089

Email: info@worksafe.vic.gov.au

Website: www.worksafe.vic.gov.au

Our Return to Work Coordinator

Name:Jenny Lloyd

Phone:03 9682 7044

Email:jenny@rrhr.com.au