

Multiplant

RETURN TO WORK POLICY

Multiplant realises that employees are its greatest asset. Multiplant is committed to assisting injured workers to return to work as soon as medically appropriate and work with the medical community to help injured employees regain quality of life.

Objective

Multiplant will develop a program to ensure injured workers return to work in a timely and safe manner.

Policy

Multiplant will undertake the following in the case of a workplace injury:

- ❖ Ensure the injured worker's right to confidentiality of medical information;
- ❖ Ensure that no information will be used to discriminate against the injured worker;
- ❖ Nominate a Return to Work (RTW) Coordinator (external) who has;
 - Authority and time to adequately consult, liaise and make decisions with the relevant parties, subject to this policy and procedure;
 - Ability to communicate across cultures, including ethnicity, gender and age;
 - No function in the role of a Claim's Manager, and
 - Has required training (two day external RTW Coordinator training (approved by State Authority) within three months of their appointment.
- ❖ Establish a Return to Work group, which will comprise the RTW Coordinator, the injured employee (where medically able), the Health and Safety Representative and the Union delegates (where required);
- ❖ Ensure RTW plans are completed within the legal timeframes;
- ❖ RTW plans will;
 - Commence as soon as possible after the likely time off work is known;
 - Be based on the advice of the employee's own treating health practitioner/doctor, and the occupational rehabilitation provider;
 - Be developed with regard to the health and safety of co-workers;
 - Be developed in adherence to the Risk Management Plan;
 - Be in compliance with the relevant legislation and agreed consultation procedures;
 - Be written using the RTW plan agreed format and provided to the employee and their health care provider; and
 - Be regularly evaluated, monitored and updated by the RTW Group.

Multiplant will ensure the employees early return to work where it is safe to do so. Options for a RTW plan shall be in accordance with the following preferred order:

- ❖ Original duties within work area/shift, with modification of workstation and equipment where required;
- ❖ Modified duties, hours, and/or work area;
- ❖ Alternative duties with appropriate training; and
- ❖ Retraining or further training and/or education.

Employees of Multiplant must participate in RTW by:

- ❖ Contacting the employer as soon as possible after injury/illness;



Multipiant
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- ❖ Maintaining communication;
- ❖ Assisting to identify suitable modified duties; and
- ❖ Accepting modified duties where agreed/reasonable.

Multipiant will:

- ❖ Maintain a register of acceptable modified duties;
- ❖ Make offers for modified duties in writing and provide these to the injured worker and healthcare practitioner. Written offers will be made using the State Authority approved Offer of Suitable Employment forms;
- ❖ Not terminate the employment of an injured worker by reason of their injury or reasons that include their injury;
- ❖ Educate employees in relation to the causes of the injury and subsequent risk controls;
- ❖ Keep records as required by State Authority;
- ❖ Display an "If you are injured" (or similar) poster for employees;
- ❖ Ensure all employees are aware of responsibilities and rights in relation to RTW through training and education; and
- ❖ Manage disputes through agreed procedures and legislative requirements.

Chief Executive Officer: _____

Date: _____

31 / 8 / 16

References:

OHS Legislation in all States

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