Policy Rationale
To restore the employability of injured workers by providing them with opportunities to rehabilitate themselves back to sustainable employment.

Policy Aims
CCAE acknowledges and accepts its obligation to assist employees to stay at work or return to work as soon as possible following a compensable injury or disease. All employees are expected to co-operate in this policy objective. To this end:

- access to immediate appropriate treatment will be arranged following injury
- actions to assist the worker to stay at or resume employment will commence immediately even if a return to work is not immediately possible
- medical advice will be followed during the return to work process.
- a return to the pre-injury position will be the priority where it is practicable and safe to do so
- alternative suitable employment will be offered in the first 52 weeks following injury where necessary and where possible provided it does not jeopardise the workers recovery and where such employment allows progressive increases in the range of duties performed and the hours of work in accordance with a return to work plan.

Procedure – Management Commitment
CCAE commitment to this policy means:

- early reporting of injury and early intervention is a normal workplace practice and expectation
- return to work will commence to be negotiated as soon as possible after the injury.
- a return to work plan will be prepared and made available to any worker known that incapacity will exceed 20 days
- injured employees and their treating doctor are encouraged to participate in the development of a return to work plan and in the evaluation of rehabilitation progress.
- employees have the right to chose their own medical practitioner or may wish to utilise those with a direct knowledge of the workplace.
- the pre-injury position of injured employees will be held open for 52 weeks following injury unless medical evidence indicates a return to preinjury employment is not possible.
- confidentiality of worker medical information will be maintained.
- when evaluations indicate that the objectives of the Return to Work Plan are not being obtained the plan will be abandoned and alternatives such as vocational services will be considered

Procedure – Return to Work
All employees must report all injuries no matter how small immediately to their Supervisor

The Supervisor must

- arrange immediate treatment of the injury.
- must inform the Return to Work Co-ordinator.
- must cause the injury to be entered in the injury register

The Return to Work Co-ordinator will

- attend immediately to an injury that is reported and ensure proper care of the worker
- arrange transport to medical services if required and completion of claim forms.
- develop a return to work plan for all injured employees within 10 days of it being known that incapacity will exceed 20 calendar days in consultation with the worker and treating practitioner
- determine the extent of precautions needed to allow safe resumption or continuation of work.
- determine whether additional advice and services is necessary and arrange that advice.
- Refer the worker to the companies preferred rehabilitation provider if appropriate.
- Pass on to those responsible for Health and Safety any information which identifies or reduces risk that is identified through the rehabilitation process.
- communicate any restrictions or arrangements to the workers’ supervisor.
- monitor and evaluate progress and compliance with any precautionary restrictions.
Risk Management Programme

After an injury the company will apply the following process to reduce, as far as practicable:

- The risk of subsequent injury of that kind.
- The incident will be fully investigated in accordance with the company Accident Investigation Procedure.
- The results of that investigation will be forwarded to the manager responsible for the area where the injury occurred.
- Copies will be made available to the Health and Safety representative in that designated work group
- The manager will be responsible for ensuring that identified risks are reduced by changes to plant, work process, provision of equipment and/or the provision of information and training.
- Information which may reduce risk which is identified during the rehabilitation process will be made available to those with a responsibility for Health and Safety.
- A summary of all injuries incurred, risks identified and action recommended to reduce risk of further injury will be provided to the General Manager and the Board of Management.

**Evaluation**

This policy will be reviewed bi-annually and after any serious injury incident.