



Gladstone Regional Council

Council Policy

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| Title | WORKPLACE REHABILITATION AND RETURN TO WORK |
| Policy Number | P-2018-26 |
| Business Unit/s | PEOPLE CULTURE AND SAFETY |
| Date of Adoption | 4 SEPTEMBER 2018 |
| Resolution Number | G/18/3514 |
| Review Date | 4 SEPTEMBER 2021 |
| Date Repealed | |

1.0 PURPOSE:

The purpose of the Workplace Rehabilitation and Return to Work Policy is to demonstrate, Gladstone Regional Council's commitment to providing an effective workplace-based rehabilitation system for our people.

2.0 SCOPE:

This Policy applies to all workers of Gladstone Regional Council as defined under Section 11 of the *Workers' Compensation and Rehabilitation Act 2003* and are referred to in this Policy as Council's 'people' or 'person'.

3.0 RELATED LEGISLATION:

Workers' Compensation and Rehabilitation Act 2003;
Workers' Compensation and Rehabilitation Regulation 2014;
Information Privacy Act 2009

4.0 RELATED DOCUMENTS:

Workplace Rehabilitation and Return to Work Corporate Standard

5.0 DEFINITIONS:

"Suitable Duties Program" means specially selected duties that are matched to the worker's capacity for work. Suitable duties could involve doing a normal role with restriction or doing another job entirely.

6.0 POLICY STATEMENT:

Refer to policy statement attached.

7.0 ATTACHMENTS:

Workplace Rehabilitation Policy Statement

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced: or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Periodic Review –3 years from date of adoption.

| TABLE OF AMENDMENTS | | | |
|----------------------------|------------------|-------------------------------|--|
| Document History | Date | Council Resolution No. | Notes (including the prior Policy No, precise of change/s, etc) |
| Originally Approved | 3 SEPTEMBER 2013 | G/13/1704 | Formerly Policy P-2013/5 |
| Amendment 1 | 18 AUGUST 2015 | G/15/2516 | |
| Amendment 2 | 4 JULY 2017 | G/17/3102 | |
| Amendment 3 | 4 SEPTEMBER 2018 | G/18/3514 | Formerly Policy-2017-29 |

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LEISA DOWLING
ACTING CHIEF EXECUTIVE OFFICER

WORKPLACE REHABILITATION POLICY STATEMENT

Gladstone Regional Council recognises that helping our people to stay at work or make an early and safe return after an injury/illness minimises the impact on our people and their families.

Council supports our injured/ill people by having a system of workplace rehabilitation and providing suitable duties during recovery, irrespective of the person's entitlement to compensation.

Council expects that all injured/ill people will return to work on suitable duties as soon as it is medically safe to do so.

It is expected that all levels of the organisation will support injured/ill people throughout the rehabilitation process.

Council has appointed a Rehabilitation, Health and Wellbeing Advisor to coordinate workplace rehabilitation for its injured/ill people.

As part of our system of workplace rehabilitation, Council is committed to:

- providing a safe, supportive, protective and healthy working environment;
- encouraging the early reporting of injuries/illness;
- ensuring the rehabilitation process is goal focused and commences as soon as possible following injury/illness;
- ensuring that a suitable duties program is developed in consultation with the injured/ill person and their supervisory and management staff;
- ensuring the treating doctor's approval is sought throughout the rehabilitation process;
- respecting the confidentiality of our people's medical and rehabilitation information;
- reviewing our workplace rehabilitation policy, corporate standard and procedures at least every three years.

Chief Executive Officer

Date: 4 September 2018

Date for Review: 4 September 2021