

## Workplace Rehabilitation Policy

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| <b>Approving authority</b>   | Vice President (Corporate Services)  |
| <b>Approval date</b>         | 22 July 2018   |
| <b>Advisor</b>               | For advice on this policy, contact the Team Leader, Wellbeing and Injury Management   Health, Safety and Wellbeing   <a href="mailto:workrehab@griffith.edu.au">workrehab@griffith.edu.au</a>   (07) 373 57230 |
| <b>Next scheduled review</b> | 2021   |
| <b>Document URL</b>          | <a href="http://policies.griffith.edu.au/pdf/Workplace%20Rehabilitation%20Policy.pdf">http://policies.griffith.edu.au/pdf/Workplace Rehabilitation Policy.pdf</a>  |
| <b>TRIM document</b>         | 2018/0000079   |
| <b>Description</b>           | This document outlines the University's approach to providing workplace rehabilitation for injured and ill staff members.  |

### Related University Documents

[Equity Diversity and Inclusion Policy](#)

[Griffith University Privacy Plan](#)

[Health and Safety Policy](#)

[Individual Grievance Resolution Procedure](#)

[Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses](#)

[Workers' Compensation Procedures](#)

[Workplace Harassment, Bullying and Discrimination Policy](#)

[Workplace Rehabilitation Procedures](#)

### External Links

[Anti-Discrimination Act 1991](#)

[Employee Assistance Program](#)

[Fair Work Act 2009](#)

[Taxation Administration Act 2001](#)

[Workers' Compensation and Rehabilitation Act 2003](#)

[Workers' Compensation and Rehabilitation Regulation 2014](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Definitions and Terms\]](#) [\[Application\]](#) [\[Delegated Authorities\]](#)

## 1. INTRODUCTION

Griffith University is committed to providing a healthy and safe workplace. In the event of work-related injury/illness, the University is committed to providing workplace rehabilitation to support staff members' early and safe return to work. In cases of non-work-related injury/illness, workplace rehabilitation may be provided at the discretion of management.

The University recognises the many benefits of workplace rehabilitation for injured/ill staff members, including faster recovery, reduced suffering, and improved job and financial security; as well as benefits to the University, including retention of skilled staff members, increased productivity, positive staff morale and reduced workers' compensation costs.

## 2. SCOPE

For staff members with work-related injury/illness, this policy applies to 'workers', as defined by the *Workers' Compensation and Rehabilitation Act 2003*. For non-work-related injury or illness this policy applies to continuing staff and fixed term staff members within the fixed term period only.

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## 3. DEFINITIONS AND TERMS

**Non-work-related injury/illness** – an injury or illness that has not arisen out of employment.

**Rehabilitation** –

(1) Rehabilitation, of a worker, is a process designed to—

- (a) ensure the worker's earliest possible return to work; or
- (b) maximise the worker's independent functioning.

(2) Rehabilitation includes—

- (a) necessary and reasonable—
  - (i) suitable duties programs; or
  - (ii) services provided by a registered person; or
  - (iii) services approved by an insurer; or

(b) the provision of necessary and reasonable aids or equipment to the worker.

**Rehabilitation and Return to Work Coordinator (RRTWC)** - the RRTWC is a person who is appropriately qualified to perform the functions of a Rehabilitation and Return to Work Coordinator. The RRTWC is the link between an injured/ill worker, their treating doctor, management, supervisors, WorkCover Queensland and any other person involved in return to work. Griffith University Rehabilitation and Return to Work Coordinators can be found in the University phonebook under Health, Safety and Wellbeing (Injury Management)

**Rehabilitation and return to work plan** - a written plan outlining the rehabilitation objectives and the steps required to achieve the objectives.

**Suitable alternative employment** – if an employee is unable to return to their usual employment, the University may be able to assist the employee to locate suitable alternative employment considering the injury/illness, the employee's qualifications and experience and business needs of the University.

**Suitable duties** – suitable duties are specially selected duties that are matched to a worker's capacity for work. Suitable duties could mean doing their normal role but with restrictions or doing another job entirely.

**Suitable duties program** – a suitable duties program is the document outlining the agreed suitable duties and hours of work. A suitable duties program involves consultation between all key parties and will be monitored and upgraded as the worker's recovery progresses.

**WorkCover Queensland** – Griffith University's workers' compensation insurer is WorkCover Queensland. WorkCover will make decisions on claims regarding the University's liability and will coordinate the overall rehabilitation plan based on the available medical information. WorkCover works closely with the RRTWC to ensure the safest and best possible return to work outcome for injured/ill workers.

**Worker** – a worker is a person who works under a contract and, in relation to the work, is an employee for the purpose of assessment for PAYG withholding under the Taxation Administration Act 1953, schedule 1, part 2-5. This applies to a person for whom PAYG tax instalments are required or would be required to be withheld by their employer.

**Workers' compensation claim** – a claim made via the injured worker's employer or directly to WorkCover Queensland for a work-related injury or illness. The worker may be entitled to lost wages and/or payment of medical expenses relating to the injury.

**Workplace rehabilitation** - is a system of rehabilitation accredited by the Workers' Compensation Regulator (the Regulator) that is initiated or managed by an employer.

**Work-related injury/illness** – is an injury that has arisen out of or in the course of employment. It may include injury or illness or aggravation of injury/illness.

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## 4. APPLICATION

For staff members who have sustained a work-related injury/illness, the University will provide workplace rehabilitation in accordance with the *Workers' Compensation and Rehabilitation Act 2003* and *Workers' Compensation and Rehabilitation Regulation 2014*. In cases of non-work-related injury/illness, workplace rehabilitation may be provided to staff members at the discretion of University management.

The goal of workplace rehabilitation is the earliest possible safe return to work of an injured/ill staff member to their pre-injury/illness position.

### 4.1 Aim of the Policy

The aim of this Policy is to:

- Promote a culture of acceptance for workplace rehabilitation;
- Ensure injured staff members are not disadvantaged by participating in workplace rehabilitation;
- Provide a framework to conduct workplace rehabilitation for injured/ill staff members;
- Provide effective workplace rehabilitation in consultation with the rehabilitation team; and
- Ensure that the confidentiality of medical and rehabilitation information is maintained.

### 4.2 Responsibilities of the University

For staff members injured at work, the University will:

- Promptly administer workers' compensation claims in accordance with legislation;
- Take all reasonable steps to provide staff members with workplace rehabilitation or suitable duties as soon as practicable following injury/illness;
- Develop safe and graduated suitable duties programs in consultation with the staff member treating medical practitioner, staff member's supervisor and key parties; and
- Consider opportunities for reasonable adjustment through alternative placement, where a staff member has concluded workplace rehabilitation and is unable to return to their substantive duties.

### 4.3 Responsibilities of the injured/ill staff member

Staff members injured at work will:

- Report workplace incidents, injuries or illnesses according to the Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses;
- Notify their supervisor of work absences due to work-related injury/illness and provide a Workers' Compensation Medical Certificate;
- Where applicable, apply for workers' compensation according to the Workers' Compensation Procedures;
- Participate in workplace rehabilitation as soon as practicable after injury/illness, with the goal of resuming pre-injury/illness duties as soon as possible.

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## 5. DELEGATED AUTHORITIES

The Head of Element may approve:

- Limited medical and rehabilitation costs until WorkCover Queensland accept a claim;

- Other necessary and reasonable costs associated with the rehabilitation and return to work plan, e.g. equipment or training;
- Costs associated with providing a workplace rehabilitation program for a staff member's non-work-related injury/illness.

The Director, Human Resources, approves temporary alternative placement when the staff member is transferred across relevant elements and groups.

The Vice Chancellor:

- Has the final decision on matters of dispute in the process of alternative placement;
  - May approve, after a period of 12 months, termination of employment if the staff member cannot return to pre-injury/illness duties and cannot be placed in suitable alternative employment.
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