

# Information to engage a return to work coordinator

Please forward the following information to the Insurance Regulation of WorkCover to support your application to engage a return to work coordinator.

- Name, address and contact details of employer making the application.
- A statement about the nature of your business, the number of employees and locations.
- A copy of the employers' return to work program, with evidence that it has been developed in consultation.
- A statement explaining why engagement of the coordinator is a superior arrangement to a direct employment arrangement.
- A statement explaining how the system will result in improved injury management processes for injured workers.
- A duty statement for the position of return to work coordinator, including duties, hours, position in the organisation and salary.
- Evidence of the proposed return to work coordinator's knowledge and experience in workplace rehabilitation and that they have completed training in a WorkCover approved Introduction to Return to Work Coordination course.

Send to: Insurance Regulation  
WorkCover NSW  
Locked Bag 2906  
Lisarow NSW 2252  
[insurance.regulation@workcover.nsw.gov.au](mailto:insurance.regulation@workcover.nsw.gov.au)

If your application is approved you will be sent a letter of approval.