

SIRA

Return to work program checklist for Category 1 employers

Employers developing, implementing or reviewing a return to work program can use this checklist to ensure their program:

- covers the required content as outlined in the Guidelines for workplace return to work programs (Guidelines)
- complies with workers compensation laws.

Leadership and commitment

State employer's commitment to helping workers to recover at work

- Refer to pages 6 of these Guidelines.

Show program's connection to WHS policies and procedures

- Refer to page 6 of these Guidelines.

Detail how organisation will develop a positive culture that promotes recovery at work

- Refer to page 6 of these Guidelines.

Workplace arrangements

List RTW coordinator's name, contact details, role, resources and authority

- Refer to pages 5-6 of these Guidelines.

Nominate approved workplace rehabilitation provider and give their details

- Refer to page 6 of these Guidelines.

Describe arrangements for consulting workers and their unions

- Refer to pages 6 and 9 of these Guidelines.

Outline communication and training arrangements for the program

- Refer to page 6 of these Guidelines.

Detail monitoring, review and display/notification arrangements

- Refer to pages 5,6 and 9 of these Guidelines.

Rights and obligations

Describe how workers will be informed of their rights and obligations

- Refer to pages 6 and 9 of these Guidelines.

Outline obligations for support team

- Refer to page 7 of these Guidelines.

After an incident

Detail organisation's arrangements for providing first aid

- Refer to page 7 of these Guidelines.

Describe register of injuries and how workers will be trained to use it

- Refer to page 7 of these Guidelines.

Include procedures for workers to report an injury and employer to notify the insurer

- Refer to page 7 of these Guidelines.

Explain process for reporting notifiable incidents to the WHS regulator

- Refer to page 7 of these Guidelines.

Support for the worker

Outline plan to maintain positive communication with injured workers and support team

- Refer to page 7 of these Guidelines.

Describe how employer will request worker's informed consent

- Refer to page 7 of these Guidelines.

Give procedures for managing weekly payments

- Refer to page 8 of these Guidelines.

State employer's commitment to participating and cooperating in developing injury management plan

- Refer to page 8 of these Guidelines.

Recovery at work

Describe plan for identifying and providing suitable employment

- Refer to page 9 of these Guidelines.

Outline procedures for developing and maintaining a recovery work plan

- Refer to page 8 of these Guidelines.

Describe how employer will manage the dismissal of injured workers within NSW law

- Refer to page 8 of these Guidelines.

Dispute prevention and resolution

Detail plan for preventing and resolving disputes

- Refer to page 9 of these Guidelines.

Explain how employer will advise workers of formal and informal mechanisms for resolving disputes

- Refer to page 9 of these Guidelines.

Administration

Include procedures for keeping records and maintaining confidentiality

- Refer to page 9 of these Guidelines.

This publication may contain information that relates to the regulation of workers compensation insurance, motor accident third party (CTP) insurance and home building compensation in NSW. It may include details of some of your obligations under the various schemes that the State Insurance Regulatory Authority (SIRA) administers. However to ensure you comply with your legal obligations you must refer to the appropriate legislation as currently in force. Up to date legislation can be found at the NSW Legislation website legislation.nsw.gov.au.

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