

	HSE Reference Manual				PO-108		Rev
	Rev	Description	Originator	Reviewed	Approved	Date	1
Rehabilitation Policy	1	Issued	ST	DH	DCN	5/05/2011	
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Rehabilitation Policy

Aim

To ensure that personnel recovering from work related injuries/illnesses are provided with the support and facilities to aid in participation of the rehabilitation process and return to productive employment.

Management Commitment

- Aid and Able Services is committed to: providing a safe and healthy workplace based on prevention of accidents/incidents
- that a strategy is implemented to ensure successful rehabilitation (the elements of this strategy include: early intervention, work place based rehabilitation, and a structured return to work plan)
- minimising human and economic costs in terms of disability to employees, employers and the broader community
- that a coordinated approach to the rehabilitation of injured employees is adopted, including the employee, other employees, managers, case managers and other service providers as required
- ensuring that all information is treated confidentially and sensitively
- that no employee is disadvantaged or penalised as a result of sustaining a work related injury or illness.

Responsibilities

Senior management is responsible for:

- ensure implementation of this policy at all levels in accordance with their level of responsibility
- ensure training and information is provided for all managers and personnel regarding their responsibilities and respective roles within the rehabilitation process
- perform an active role in the process of determining whether Aid and Able Services supports an employee's claim for workers' compensation
- ensure the necessary human and financial resources are provided to minimise the risk of injury/illness to Personnel and to rehabilitate injured/ill personnel

Supervisors are responsible for:

- Immediately contacting and advising the HSE Coordinator (Rehabilitation Co-ordinator) when any injured personnel are required to attend a doctor
- Providing the injured personnel with a **rehabilitation introduction letter** and a **work capabilities statement**, and to instruct the person that the doctor must complete the statement and returns it to the rehabilitation co-ordinator
- Ensure and assist the injured personnel in all aspects of being able to return to productive work
- Remove the injured personnel only after consulting the rehabilitation co-ordinator.

All personnel responsible for:

- Participate and co-operate fully with the rehabilitation program and actively support all personnel involved with the rehabilitation programme
- Advise all medical personnel involved with the rehabilitation program of the need to have early and continuous contact with rehabilitation co-ordinator.

Rehabilitation co-ordinator responsible for:

- Co-ordinating , monitoring and providing advice to all personnel involved with the rehabilitation process
- case management – this includes implementing a rehabilitation strategy to manage work related injuries and illnesses or non-work related medical conditions that may benefit from a rehabilitation program
- explaining the process of rehabilitation to Aid and Able Services personnel/contractors and explaining their rights and responsibilities under the legislation relating to these processes
- contracting and authorising all work with approved rehabilitation providers, who must report on a regular basis to the case manager
- providing up to date information, advice and training on matters in relation to rehabilitation case management.
- monitoring workers compensation claim cost and workers compensation claim incidence and their impact on the premium

The Rehabilitation Process

In the event of an injury /illness that require medical treatment by a doctor, the following steps should be completed:

1. Administer immediate First-aid
2. Send injured personnel to a doctor as soon as practical or possible. The Supervisor must ensure **a rehabilitation introduction letter** and **work capabilities letter** is sent with the injured personnel if at all practical or as soon as they are able to.
3. Complete incident report and contact the Operations Manager and HSE Manager
4. When the Medical practitioner completes the suitable duties letter the rehabilitation co-ordinator shall liaise with the injured personnel and the Supervisor about the suitable duties program.
5. When the injured personnel returns to work on the suitable duties program, the rehabilitation coordinator should contact WorkCover and advise of the situation
6. The rehabilitation coordinator shall monitor the injured personnel's progress and duties for suitability and update the medical practitioner and WorkCover of the progress. This is to continue until a full recovery into the injured personnel's is achieved.

Training and Induction

All personnel shall be trained in rehabilitation policy and procedures as a part of the induction process.

Supervisors shall receive additional training and advice concerning the effective management of the Rehabilitation process.