



Australian Government

AFTRS

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AFTRS Rehabilitation Policy

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer
Effective Date	15 th July 2009 Reviewed 6 th August 2011
Associated Documents	AFTRS Rehabilitation Procedure <i>Safety, Rehabilitation and Compensation Act 1988</i> Comcare Rehabilitation Guidelines for Employers – 2005 AFTRS Health and Safety Management Arrangements Information Privacy Principles

1. Policy Name

The AFTRS Rehabilitation Policy

2. Preamble

Section 41, Part III of the *Safety, Rehabilitation and Compensation Act 1988* (the Act) requires Commonwealth Agencies to develop a Rehabilitation Policy. AFTRS implemented a Rehabilitation Policy a number of years ago. This Policy and the associated Procedures have now been reviewed in light of changes to legislation and the School environment.

3. Policy Scope

This policy establishes the authority, responsibility and method for initiating a rehabilitation program for an employee of the School. It covers both compensable and non-compensable injuries and sickness.

4. Definitions

"*Employee*" means any AFTRS employee or volunteer deemed an employee for the purposes of the Act.

"*Case Manager*" means the employee delegated under section 41A of the Act to coordinate the rehabilitation program and return to work process on behalf of AFTRS.

"*Return To Work Plan*" means the injured employee's plan for return to, or maintenance at, work setting out goals, services to be provided, responsibilities and timeframes.

"*Suitable duties*" means duties which are appropriate to the employee's capacities, skills and experience and in consideration of medical limitations – this may involve modification to duties, alternative duties or modified hours while on a return to work plan.

"*Rehabilitation Provider*" means a Comcare approved Rehabilitation organisation engaged by AFTRS.

5. Policy Statement

AFTRS values the experience, skills and commitment of its employees and recognises the importance of assisting them to achieve a timely return to work following injury or illness. To assist this AFTRS will foster a positive approach to rehabilitation within the workplace.

Effective rehabilitation is a managed process which combines early intervention with appropriate and timely services based on the agreed needs of the employee. This policy acknowledges the commitment AFTRS has to support sick or injured employees through the rehabilitation program whether in compensable or non-compensable matters.

The basis for the rehabilitation plan will be:

- tailoring the return to work plan to the individual and commencing it as soon as possible;
- focussing on the employee's workplace and specific duties in the return to work plan;
- providing suitable duties wherever possible to hasten the employee's return to work, and
- requiring the employee to actively participate in the development and implementation of their return to work plan.

6. Implementation

I. Roles and responsibilities

The Head of Human Resources is responsible for overseeing the management and assessment of rehabilitation, providing senior management with relevant reports, and reviewing this policy and related procedures.

Human Resources is responsible for the identification and training of Case Managers as well as all liaison with Comcare in relation to compensable matters.

The Case Manager will be responsible for liaising with the employee, supervisors/managers, the Executive and medical practitioners as necessary to develop, implement and monitor any return to work plan.

The Supervisor/manger is responsible for advising Human Resources of any relevant injury or illness, actively attempting to develop appropriate and valuable medically suitable duties as part of a return to work plan, and ensuring that they are the employee's colleagues are supportive of the process.

The Employee is responsible for providing all relevant medical information, committing to the return to work program and attending all recommended medical treatment.

II. Procedures and Forms

- The AFTRS Rehabilitation Procedures for compensable and non-compensable rehabilitation.
- Comcare rules, guidelines, procedures and forms as varied from time to time for compensable rehabilitation.

7. Review

To be reviewed at least every three years and as required for legislative or related changes, or changes in School operations.