

# Workplace Rehabilitation

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## 1.0 Purpose

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 a safe return to work.

## 2.0 Scope

This policy applies to all Griffith University staff 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 at the discretion of management, however considerations are restricted to continuing staff and fixed-term staff members within the fixed-term period only.

## 3.0 Policy Statement

The University is committed to meeting its duty of care and 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.

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 Health & Wellbeing team
- ensure that the confidentiality (written, verbal, and electronic information), of medical and rehabilitation information is maintained.

## 4.0 Roles, responsibilities and delegations

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.

[The below table may be used where relevant for listing roles and responsibilities relevant to the policy and to subordinate policy documents, including procedures, guidelines, frameworks, plans or local protocols that nest beneath the policy. The number of rows and columns should be amended as required]

ROLE	RESPONSIBILITY
The University	<p>For staff members injured at work, the University will:</p> <ul style="list-style-type: none"> <li>• promptly administer workers' compensation claims in accordance with legislation</li> <li>• take all reasonable steps to provide staff members with workplace rehabilitation or suitable duties as soon as practicable following injury/illness</li> <li>• develop safe and graduated suitable duties programs in consultation with the staff member treating medical practitioner, staff member's manager/supervisor, Injury Management and Wellbeing Partner (IM&amp;WP), and key parties</li> <li>• 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.</li> </ul>
Manager / Supervisor	<p>The manager/supervisor of staff members injured at work will:</p> <ul style="list-style-type: none"> <li>• support the reporting of workplace incidents, injuries, or illnesses according to the Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards, and Near Misses</li> <li>• notify the IM&amp;WP as soon as possible of any staff work-related injury/illness and provide any Workers' Compensation Medical Certificate</li> <li>• where applicable, support and encourage the application for workers' compensation according to the Workers' Compensation Procedures</li> <li>• maintain regular contact and support the injured/ill staff member throughout the process including when absent from the workplace</li> <li>• assist the IM&amp;WP to identify and coordinate suitable duties</li> <li>• support reasonable adjustment to enable successful implementation of workplace rehabilitation and suitable duties</li> <li>• participate in workplace rehabilitation processes</li> <li>• monitor the injured/ill staff member's progress regarding suitable duties</li> <li>• continue normal performance review processes during workplace rehabilitation.</li> </ul>

Rehabilitation Team	<p>The rehabilitation team will develop, implement, and monitor suitable duties programs which may include all or some of the following persons:</p> <ul style="list-style-type: none"><li>• injured/ill staff member</li><li>• supervisor/manager of the injured/ill staff member</li><li>• treating medical practitioner</li><li>• IM&amp;WP</li><li>• Associate Director of Health &amp; Wellbeing</li><li>• Wellbeing Specialist</li><li>• WorkCover Queensland Customer Advisor</li><li>• associate/representative of the staff member (if requested)</li><li>• HR Business Partner</li><li>• Workplace Relations representative</li><li>• rehabilitation service provider (where required)</li></ul>
Injury Management & Wellbeing Partner (IM&WP)	<p>The IM&amp;WP will:</p> <ul style="list-style-type: none"><li>• ensure an efficient system exists for early notification when staff members sustain a work-related injury/illness</li><li>• assist the University with the duty to report the injury within 8 business days to WorkCover Queensland as soon as becoming aware of the injury</li><li>• initiate early communication with the injured/ill staff member to clarify the nature and severity of the injury and ensure initial notification processes are completed</li><li>• ensure early intervention through early contact with all key parties</li><li>• develop, coordinate, and monitor workplace rehabilitation and suitable duties programs in consultation with the rehabilitation team, ensuring consistency with the current medical certificate/report for the staff member's injury/illness</li><li>• liaise with WorkCover Queensland about the injured/ill staff member's progress and suitable duties programs, including actual hours worked</li><li>• provide a copy of the suitable duties program (SDP) to the treating practitioner where required,</li><li>• maintain accurate, relevant documentation (written, verbal, and electronic information) confidentially, in accordance with the Guidelines for Standard for Rehabilitation under the Workers' Compensation and Rehabilitation Regulation 2014</li><li>• ensure information is provided to all staff members about the Workplace Rehabilitation Policy and Workplace Rehabilitation Procedures, and what to expect when an injury occurs, including this information in new staff induction programs</li></ul>

- educate managers/supervisors regarding their role and responsibilities for workplace rehabilitation,
- promote an internal culture of acceptance for workplace rehabilitation
- promote workplace rehabilitation to treating medical practitioners to work cooperatively, and to gain their trust and assistance
- maintain a file for each staff member with a work-related injury/illness, which includes all documents, correspondence, dated case notes, and accounts
- ensure confidentiality is maintained for all written, verbal, and electronic information
- maintain relevant statistics regarding workers' compensation and workplace rehabilitation
- ensure Workplace Rehabilitation Policy and Workplace Rehabilitation Procedures are current, and IM&WP skills are maintained
- provide injured workers with the opportunity to give feedback regarding workers' compensation and workplace rehabilitation
- provide reports to the University on workers' compensation trends and premiums.

**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
- maintain regular contact with dedicated IM&WP.

**Co-Workers**

Co-workers outside of the rehabilitation team will be encouraged to support injured/ill staff members and will be informed about their co-worker's workplace rehabilitation-only as needed and as it relates to work.

## 4.1 Delegated Authorities

The Head of Element may approve:

- limited medical and rehabilitation interventions 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 (for both academic and professional staff)
- has the final decision on matters of dispute in the process of alternative placement for professional staff
- may approve, after a period of 12 months, termination of employment if the professional staff member cannot return to pre-injury/illness duties and cannot be placed in suitable alternative employment.

The Provost:

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

## 5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

**Injury Management and Wellbeing Partner – IMWP** - the IMWP is a person who is appropriately qualified to perform the functions of an Injury Management and Wellbeing Partner. The IMWP 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 (RRTWC) can be found in the University phonebook under Health, Safety, and Wellbeing (Injury Management)

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

**Staff** refers to 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.

**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 the 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 a 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.

**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 staff member 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** – an injury that has arisen out of or in the course of employment. It may include injury or illness or aggravation of injury/illness.

## 6.0 Information

Title	Workplace Rehabilitation Policy
Document number	2023/0001232
Purpose	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.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 3: Good Health and Well-Being
Approval date	14/12/2023
Effective date	14/12/2023
Review date	14/12/2025
Policy advisor	Associate Director, Health and Wellbeing
Approving authority	Director, Health and Safety

## 7.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Anti-Discrimination Act 1991 (Qld)</a> <a href="#">Fair Work Act 2009</a> <a href="#">Taxation Administration Act 2001</a> <a href="#">Workers' Compensation and Rehabilitation Act 2003</a>
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Workers' Compensation and Rehabilitation Regulation 2014  
Work Health and Safety Act 2011

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Policy

Code of Conduct  
Equity Diversity and Inclusion Policy  
Health, Safety and Wellbeing Policy  
Staff Harassment, Bullying and Discrimination Policy  
Workplace Rehabilitation Policy

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Procedures

Griffith University Privacy Statement  
Individual Grievance Resolution Procedure  
Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards, and Near Misses  
Workers Compensation Procedure  
Workplace Rehabilitation Procedure

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Local Protocol

Injury Management Kit - Manager/Supervisor  
Injury Management Kit - Staff

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Forms

N/A

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