



The University of Newcastle has, through consultation with employee representatives, developed a Return-to-Work Program for the management of workers who are injured or become ill either in the workplace or outside of work. This Program forms part of the operating procedures of the University, is consistent with the Injury Management Program of our insurer, Employer's Mutual Limited, and will be reviewed every two years and on change of insurer.

## 1. COMMITMENTS OF THE UNIVERSITY OF NEWCASTLE

- 1.1 To prevent injury or illness by providing a safe and healthy working environment.
- 1.2 To ensure that injury management activities commence as soon as possible after injury in a manner consistent with the worker's medical fitness for work.
- 1.3 To provide support throughout the return to work process to minimise the effects of the injury and ensure that an early return to work is normal practice and expectation.
- 1.4 To provide suitable duties/employment for an injured employee as soon as is safely possible, as an integral part of the return to work process.
- 1.5 To consult with employees and where appropriate their representative to ensure that the Return to Work program operates effectively.
- 1.6 To ensure that participation in Return to Work program will not, of itself, disadvantage an injured/ill worker.
- 1.7 To ensure that Return to Work principles are aligned with the insurer's injury management program.

## 2. PROCEDURES FOR ACTION WHEN INJURY OCCURS

### When an Injury/Illness Occurs

- 2.1 It is the employee's responsibility to notify their supervisor of any injury as soon as is practicable.
- 2.2 Once the University of Newcastle is notified of an injury, it will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible, and will conduct an investigation.
- 2.3 The Health & Safety Team will initiate early contact with the injured worker, and where appropriate, with treating health services.
- 2.4 The University of Newcastle will notify its insurer of all injuries within 48 hours of their occurrence.

### Follow-up After Injury/Illness

- 2.5 When an employee is likely to be unfit for their pre-injury duties for 7 days or more as a result of a work related incident, our insurer, Employer's Mutual Limited, will contact the injured worker within 3 working days of notification.
- 2.6 The designated Return to Work Coordinators are:

Kelly Palmer  
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Email: [Kelly.Palmer@newcastle.edu.au](mailto:Kelly.Palmer@newcastle.edu.au)

Diane Bunch  
Phone: 49217721  
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- 2.7 The Return to Work Coordinator will cooperate with the insurer in developing and complying with an injury management plan for an injured worker. They will maintain a case file and protect the confidentiality of the information on this file.

### Finding Suitable Duties

- 2.8 When the injured employee is, according to medical judgement, capable of return to work, an individual return to work plan will be developed offering suitable and meaningful duties. Suitable duties may be provided in many different ways:
  - At the same or a different worksite
  - At the same job with different hours and/or modified duties

- In a different job

These will be identified after consultation with relevant parties and will be specified in writing.

2.9 When suitable duties cannot be identified at the workplace, WorkCover's Work Trial Scheme can be used to provide suitable duties with another (host) employer.

2.10 Appropriate assistance will be given to workers who are permanently unable to return to pre-injury duties.

#### **Involving a Rehabilitation Provider**

2.11 Rehabilitation providers are available to assist when required in the return to work of employees who suffer a workplace injury or illness. Referral to the following accredited providers may be considered where the Return-to-Work plan is complex and beyond the capability of the Return to Work Coordinator to develop and implement:

Axis Injury Management

Phone: 49270577

Workplace Rehabilitation Service

Phone: 49625921

Injured employees will, however, retain the right to nominate an accredited provider of their own choice.

### **3. CONSULTATION**

3.1 Employees will be informed of their rights and responsibilities and of University of Newcastle policies on injury management.

### **4. DISPUTES**

All efforts will be made to resolve disagreements about the University of Newcastle's Return-to-Work Program, or its components, through discussions, and in a spirit of cooperation.