Return to Work Program

Version	Approved by

1. Introduction:

UNSW, Self-Insurer, is committed to the prevention of work-related injury/illness through the provision of a safe and healthy workplace. We promote the mental and physical health and well-being of people by fostering a supportive working environment and good interpersonal relationships. The purpose of this Return to Work Program is to facilitate the timely, safe, and durable return to work for workers who have sustained a work-related injury or illness by utilising the workplace as a vital part of the rehabilitation process. The UNSW return to work program supports an organisational culture of recovery at work. It helps workers stay active and return to health, and retain their skills and knowledge, within the context of a safe workplace where workers are valued, and the costs associated with extended time away from work are reduced. The Program:

forms a component of, and supports, the Injury

Makes early contact with the worker, employer, and the nominated treating doctor after receiving notification of a claim to determine the assistance the worker requires

Makes claims decisions

A
expenses

D

Section 38 of the *Work Health and Safety Act 2011* (NSW) / Section 35 of the *Work Health and Safety Act 2011* (ACT) is available at the following links:

Safety | Transformation, Planning & Assurance - UNSW Sydney

HS307 Hazard and Incident Reporting Procedure.

5.1. Reporting an injury

An injured worker must report an injury to their manager or supervisor as soon as possible after sustaining the injury. Managers or supervisors must ensure that the worker completes the online notification of injury via myUNSW within 48 hours of the injury having been reported.

Notifications can also be provided

management practices.

The following roles

ACT	Entitlement to weekly benefits in ACT is calculated looking at Average weekly earnings. A calculation of a 52-week period of earnings is completed prior to the date of injury. Refer to Section 39 of *Workers Compensation Act 1951* (ACT) for

7. Recovery at work

UNSW is committed to providing meaningful and appropriate suitable duties/employment for injured workers, in accordance with:

Section 49 of the *Workplace Injury Management and Workers Compensation Act 1998* (NSW)

Sections 104 and 105 of

suitable duties/employment options that are available in the workplace, and if not, what other options are available. Suitable duties/employment may mean a change in job and/or hours and should retraining be identified as a support mechanism for gaining alternative employment, this will be considered.

The RTWC will discuss with the injured worker, their Manager/Supervisor, union delegate (if applicable) suitable duties/employment options. After agreement is reached, all offers of suitable duties or suitable employment to the worker must be in writing in the form of the Recover at Work Plan, clearly listing the duties to be performed, working hours, and any physical or medical restrictions.

Where possible suitable employment rather than suitable duties (suitably employed to a comparable position of equal level) will be considered especially where the injury is serious, and the injured worker may have difficulty in returning to pre-injury employment.

Suitable duties will not be provided if:

They are inappropriate to the injured worker's restrictions

The injured worker voluntarily resigned from UNSW after the injury happened (whether before or after the commencement of the incapacity for work) or

The injured worker's employment was terminated after the injury happened, other than for the reason that the injured worker was not fit for employment as a result of the injury

It is not reasonably practicable to provide employment

In instances where suitable duties cannot be identified within UNSW or, if a worker is unable to return to their pre-injury or permanent alternative employment, the services of an approved workplace rehabilitation provider may be required. These services are previously outlined under Section 4.1 Support Team Approved Workplace Rehabilitation Provider.

Return to work with a different employer may be required when suitable duties are unable to be provided. An approved workplace rehabilitation provider will then provide assistance to:

Assess the skills, education and experience

Identify suitable work options, providing job seeking assistance and organising training (where appropriate)

Assess appropriate programs and services that support the worker to secure employment.

NSW	SIRA has a range of funded programs to support injured workers who need additional assistance to return to work which include: Education or training assistance New Employment Assistance Transition to Work Program Work trial program. For further information regarding these programs, refer to the UNSW Injury Management Program or the SIRA website. https://www.sira.nsw.gov.au/theres-been-an-injury/im-a-worker-recovering-at-work
ACT	WorkSafe offers vocational rehabilitation to support injured workers who need additional assistance to return to work, which include: Retraining options job seeking assistance.

7.1. Developing and Maintaining a Recover at Work Plan

A Recover at Work Plan (Appendix 1) is a written plan that is established prior to an injured worker carrying out suitable duties or suitable employment options.

The Plan outlines the following:

Goals

Commencement and

Referral to an Independent Medical Examiner for review

Application to the Personal Injury Commission.

Other sources of information for dispute resolutions are:

Your Union representative

Your Lawyer

NSW:

Independent Review Office (IRO) on 13 94 76 or via email (contact@iro.nsw.gov.au)

Registrar of the Personal Injury Commission (PIC), you have the right to seek an expedited assessment by application, 1800742679 or via an online form: https://pi.nsw.gov.au/contact/contact-us

State Insurance Regulatory Authority (SIRA) Customer Service Centre on phone 13 10 50 or via email (contact@sira.nsw.gov.au)

Return to Work Program	A summary of the system the employer

	NSW: Sections 4, 9, 9A, 15, 16 of the Workers Compensation Act 1987 refer to injury entitlement. In Summary: Workplace injury means an injury and/or illness to a worker in
Workplace injury	

3.3	Director, Health and Safety	11 November 2024	11 November 2024	Minor change to meet requirements for legislative compliance.

	Return to Pre-injury duties

In signing this RAWP, the following parties ackno
the duties and obligations detailed in the plan and

In the event that the Medical certificat
and supervisor agree to abide by the conditions
Return to Work Plan is issued or a medical certific

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Manager (for RTW)	RTW Coordinator Emily Boulton Smith 0436 031 115 emily.b.smith@unsw.edu.au
Nominated Treating Doctor (NTD)	: : : :

Appendix 2 Injury Management Plan (IMP) (NSW)

Plan No:		**Plan Date:**	
Developed By		**Review Date**	
Email		**Mobile**	

This Injury Management Plan ('IMP') is designed to provide the worker, the nominated treating doctor, other treatment / rehabilitation providers and University of NSW with a detailed plan of the current and future injury management actions aimed at assisting the worker recover from injury and return to maximum working capacity in a safe and timely manner.

WORKER & EMPLOYMENT DETAILS

Worker Name:		**Claim No:**	

TREATMENT (CURRENT & ANTICIPATED)

Separate approval for treatment must be sought from UNSW prior to receiving treatment. Failure to obtain approval prior to receiving treatment may leave you able liable for costs involved (not including treatment or service that is exempt under State Insurance Regulatory Authority guidelines).

UNSW has up to 21 days to assess treatment requests.

Treatment Type	Treatment Provider Name

INJURY MANAGEMENT PLAN OBLIGATIONS

Injury Management Plan (IMP)Information Sheet:

An IMP is required to be developed when a worker suffers a significant injury. A significant injury is defined as one that is likely to result in the worker being unable to perform their pre-injury duties for a continuous period of greater than seven days.

INJURY MANAGEMENT AND RETURN TO WORK OBLIGATIONS OF WORKERs
An Injured Worker is required to:

Actively participate and cooperate in the establishment of an Injury Management Plan (IMP) required to be established for the worker. (Section 47 (1)) of Workplace Injury Management Workers Compensation Act 1998)

comply with the obligations imposed on the worker by or under an Injury Management Plan for the worker. (Section 47 (2) of Workplace Injury Management Workers Compensation Act 1998)

In co-operation with the employer and the insurer a worker must make all reasonable efforts to return to work in suitable employment or Pre- apacity.
(Section 48 (1)) of Workplace Injury Management Workers Compensation Act 1998)

Actively, honestly, and openly communicate with the Case Manager and RTW Coordinator throughout the management of your claim. This includes participating in Case conferencing both face to face and via technology-based meetings.

Provider Address:		**Phone:**	
		Fax:	

RETURN TO WORK GOAL	
Anticipated completion date	

MEDICAL AND TREATMENT	
ACTION:	
EXPECTED OUTCOME:	
PARTIES RESPONSIBLE:	
REVIEW DATE:	

ACTION:	
EXPECTED OUTCOME:	
PARTIES RESPONSIBLE:	
REVIEW DATE:	

RETURN TO WORK	
ACTION:	
EXPECTED OUTCOME:	
PARTIES RESPONSIBLE:	
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Appendix 4 – UNSW