



AUSTRALIAN CATHOLIC BISHOPS CONFERENCE

REHABILITATION FOR WORK AND RETURN TO WORK GUIDELINES

These guidelines apply to employees at Australian Catholic Bishops Conference (ACBC) Agencies and all employees are expected to comply.

ACBC Agencies aim to assist injured workers to return to work by providing a workplace based Rehabilitation and Return to Work Program. The following guidelines endeavour to provide a work Rehabilitation and Return to Work Program that is effective, whilst acknowledging that the success of the program relies on the active participation and cooperation of the injured employee, treating medical practitioners (including specialists), the employer, and the workers compensation insurer.

The guidelines listed below acknowledge that in order to maintain an effective Rehabilitation and Return to Work Program, ACBC and its Agencies will, whenever reasonably practicable, endeavour to:

- Prevent injury and illness by providing a safe, healthy and supportive work environment for all workers in accordance with our Work Health and Safety policy.
- Facilitate Rehabilitation/Return to Work as soon as safely possible after an injury/illness, in a manner consistent with competent medical assessments.
- Focus on early intervention, active case management and workplace-based rehabilitation to enable optimal return to work outcomes.
- Support the injured employee and develop a culture where an early return to work is the normal practice and expectation whenever it is safe for the employee to do so.
- Take reasonable steps to provide suitable duties to the injured or ill employee, taking into account any medical restrictions and the availability of suitable duties.
- Provide injured employees with information relating to their rights and obligations in relation to workers compensation claims.
- Provide appropriate assistance to managers and supervisors to facilitate the return to work process in order to achieve sustainable return to work outcomes.
- As far as possible, and in accordance with the law, maintain the confidentiality of an injured employee's records.

Employees are expected to participate in Rehabilitation and Return to Work Programs and make all reasonable efforts to return to work. Therefore, employees are expected to assist ACBC Agencies by providing appropriate medical information, including clarifying any medical information, or obtaining further medical information, where necessary. The ACBC may amend, remove or replace these guidelines. These guidelines are not intended to be contractually binding and the ACBC and its Agencies may depart from these guidelines in individual instances.

Most Reverend LR Tomlinson

Chairman

Bishops Commission for Administration and Information

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