Important Return to Work Information

Coburg Home for the Aged's return to work obligations under Victorian Workers' Compensation legislation

Coburg Home for the Aged's return to work obligations	How Coburg Home for the Aged will meet its obligations
Make return to work information available and consult about how the information is made available	**Coburg Home for the Aged** will make return to work information available to its workers about: (a) the obligations of **Coburg Home for the Aged** under the legislation and how the employer is meeting the obligations; (b) the rights and obligations of workers under the legislation and how workers can obtain further information about their rights and obligations; (c) the name and contact details of the authorised Agent selected by the employer; (d) the name and contact details of the Return to Work Coordinator, if applicable; and (e) the procedure for resolving return to work issues in the workplace - by providing workers with this document after consulting with them about how the information will be provided to them.
Provide employment	To the extent that it is reasonable to do so, **Coburg Home for the Aged** will provide suitable employment to an injured worker if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work. To the extent that it is reasonable to do so**, Coburg Home for the Aged** will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker's incapacity. This will commence from the date a *Certificate of Capacity* or a *Worker's Injury Claim Form* in which weekly payments are claimed is received from the worker or from when the authorised Agent notifies us of receipt of same (whichever is the earliest).
Plan return to work	From the time that **Coburg Home for the Aged** receives a *Worker's Injury Claim Form* in which weekly payments are claimed or the initial *Certificate of Capacity* from the worker or the authorised Agent notifies us of receipt of same (whichever is earlier), **Coburg Home for the Aged** will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker. As part of that planning, **Coburg Home for the Aged** will: • obtain relevant information about the injured worker's capacity for work; • consider reasonable workplace support, aids or modifications to assist the worker's return to work • assess and propose options for suitable employment or pre-injury employment; • engage in consultation about the return to work of the worker; and • provide the worker with clear, accurate and current details of their return to work arrangements; and • monitor the worker's progress as often as is necessary to enable the worker to return to work in employment which is consistent with the worker's capacity for work.
Consult about the return to work of a worker	**Coburg Home for the Aged** will, to the extent that it is reasonable to do so, consult with the worker, the worker's treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work. **Coburg Home for the Aged** will consult with the parties listed above by: • sharing information about the worker's return to work • providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and • taking those views into account. **Coburg Home for the Aged** will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return to work process.
Nominate and appoint a Return to Work Coordinator	**Coburg Home for the Aged** has nominated and appointed at all times a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist **Coburg Home for the Aged** meet our obligations under Victorian Workers' Compensation legislation.
Resolution of return to work issues	**Coburg Home for the Aged** will attempt to resolve return to work issues in accordance with: Our agreed Return to Work Issue Resolution Procedure. Details regarding this procedure are available from **317A O'Hea Street, Pascoe Vale South, VIC**. If you have any questions or queries regarding this procedure, please contact **Mrs Heather Gray,OAM**.

Worker's return to work rights and obligations

Injured worker rights are:

- To be provided with return to work information and be consulted about how that information is to be made available
- To the extent that it is reasonable for **Coburg Home for the Aged** to do so, to be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the legislation.
- To be consulted by **Coburg Home for the Aged** about planning their return to work.
- To be provided with clear, accurate and current details of their return to work arrangements as part of planning for their return to work.
- To the extent that it is reasonable for **Coburg Home for the Aged** to do so, to be consulted and be provided with information about their return to work. The injured worker must be given a reasonable opportunity to consider and express their views about their return to work and have those views taken into account.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

Injured worker's obligations are:

- In co-operation with **Coburg Home for the Aged** and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work.
- In co-operation with **Coburg Home for the Aged** and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment.
- To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service.
- To actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of **Coburg Home for the Aged** and/or the Agent.
- To actively participate and cooperate with the representative of the Agent in an interview to enhance their opportunities to return to work, as required.
- If an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

If you do not comply with one or more of the above obligations, your weekly payments may be suspended, terminated or ceased and determined in accordance with the legislation by our Agent.

Additional details regarding the rights and obligations of an injured worker are available in WorkSafe's *Return to Work Obligations – Information for workers* fact sheet available from **worksafe.vic.gov.au** or via the WorkSafe Advisory Service ph: (free-call) 1800 136 089 or (03) 9641 1444.

Where to get help

Our Return to Work Coordinator
Name: Mrs Heather Gray,OAM Phone: (03) 8102 2400
Email: dotimp@dorothyimpeyhome.org.au **Postal Address:** 317A O'Hea Street, Pascoe Vale South, VIC, 3044

Our Authorised Agent
Name: Gallagher Basset Phone: (03) 9297 9000 Email: wcypremium@gbtpa.com.a **Web:** www.gallagherbassett.com.au
Postal Address: Locked Bag 3570 GPO Melbourne Victoria 3001

WorkSafe
Phone: free call 1800 136 089 **Web:** worksafe.vic.gov.au **Email:** info@worksafe.vic.gov.au