

Injured staff members' 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 the school 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 the school 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 the school to do so, to be consulted and be provided with information about their return to work. The injured staff member 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 staff members' obligations are:

- In co-operation with the school and the schools' WorkCover insurer, to make reasonable efforts to actively participate and cooperate in planning for their return to work.
- In co-operation with the school and the schools' WorkCover insurer, 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 the school and/or the schools' WorkCover insurer.
- To actively participate and cooperate with the representative of the schools' WorkCover insurer 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 school's WorkCover insurer.

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



Where to get help

The School's Return to Work Coordinator:

Name: Jessica Davis

Phone: 03 8312 6312

Email: jdavis@reskingspark.catholic.edu.au

Postal Address: 51 Gum Road, Kings Park Vic 3021

The School's WorkSafe Agent (WorkCover Insurer) is:

Name: Gallagher Bassett Services

Phone: 1300 975 609

Email: wcv@gbtpa.com.au

Postal Address: 2/333 Collins Street, Melbourne Vic 3000

Catholic Education Office:

Ballarat: 03 5337 7135 (Peter Kerwan)

Melbourne: 03 9267 0431 (OHS Advisors)

Sale: 03 5622 6616 (Paul Lomas)

Sandhurst: 03 5443 2377 (Kevin Lawlor)

WorkSafe:

Phone: free call 1800 136 089 or (03) 9641 1444

Web: www.worksafe.vic.gov.au

Email: info@worksafe.vic.gov.au

Postal Address: WorkSafe, Ground Floor, 222 Exhibition Street, Melbourne 3000

Return to Work Information Template

Resurrection Catholic Primary School

Important Return to Work Information

The school's return to work obligations	How the school will meet its obligations under Victorian workers' compensation legislation
<p>Make return to work information available and consult about how the information is made available</p>	<p>The school will make return to work information available by providing staff with this document, which includes:</p> <ul style="list-style-type: none"> a) What the obligations under the legislation are and how the school is meeting these obligations; b) The rights and obligations of staff under the legislation and how staff can obtain further information about their rights and obligations; c) The name and contact details of the school's WorkCover insurer (or WorkSafe Agent) selected by the school. For most Catholic schools the WorkSafe Agent (WorkCover insurer) is Gallagher Basset Workers Compensation Pty Ltd; d) The name and contact details of the school's Return to Work Coordinator, if applicable; and e) The procedure for resolving return to work issues in the workplace. <p>Note: The above matters are described in greater detail in the document below.</p>
<p>Provide employment</p>	<p>To the extent that it is reasonable to do so, the school will provide suitable employment to an injured staff member if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work.</p> <p>To the extent that it is reasonable to do so, the school will provide pre-injury or suitable employment to an injured staff member for a period of 52 weeks of their incapacity. This will commence from the date a <i>WorkSafe Certificate of Capacity</i> or a <i>Worker's Injury Claim Form</i>, in which weekly payments are claimed is received from the staff member, or from when the school's WorkCover insurer (WorkSafe Agent) notifies us of receipt of same (whichever is the earliest).</p>
<p>Plan the return to work</p>	<p>From the time that the school receives a <i>Worker's Injury Claim Form</i> in which weekly payments are claimed or the initial <i>WorkSafe Certificate of Capacity</i> from the staff member, or the school's WorkCover insurer (WorkSafe Agent) notifies us of receipt of same (whichever is earlier), the school will, to the extent that it is reasonable to do so, commence return to work planning for that injured staff member.</p> <p>As part of that planning, the school will:</p> <ul style="list-style-type: none"> • obtain relevant information about the injured staff members' capacity for work; • consider reasonable workplace support, aids or modifications to assist the staff members' return to work • assess and propose options for suitable employment or pre-injury employment; • engage in consultation about the return to work of the staff member; and

	<ul style="list-style-type: none"> • provide the staff member with clear, accurate and current details of their return to work arrangements; and • monitor the staff members' progress as often as is necessary to enable the staff member to return to work in employment which is consistent with the staff member's capacity for work.
<p>Consult about the return to work of a staff member</p>	<p>The school will, to the extent that it is reasonable to do so, consult with the staff member, the staff members treating health practitioner, (with the consent of the staff member) and occupational rehabilitation provider, (if one is involved) in relation to the injured staff member's return to work.</p> <p>The school will consult with the parties listed above by:</p> <ul style="list-style-type: none"> • sharing information about the staff members' return to work • providing a reasonable opportunity for them to consider and express their views about the staff members' return to work, and • taking those views into account. <p>The school will consult directly with the staff member about their return to work, but the staff member may be assisted by a representative during any consultation (except for a legal practitioner). The staff member may be represented, assisted and supported during the return to work process.</p>
<p>Appointment of a Return to Work Coordinator</p>	<p>The school will appoint at all times a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist the school meet the obligations under Victorian workers' compensation legislation.</p> <p><i>*Amount indexed annually: Correct as at July 2015.</i></p> <p>Note: Free Return To Work Coordinator training is available for schools from the Industrial Relations Unit on (03) 9267 0431. Training sessions can be booked via IPLS.</p>
<p>Cooperate with labour hire employers</p>	<p>If the school engages contractors and the worker suffers an incapacity for work, resulting from or materially contributed to by an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the contractors employer in respect of action taken by the labour hire employer to provide employment, plan a workers return to work and consult about the return to work of a worker to facilitate the worker's return to work.</p>
<p>Resolution of return to work issues</p>	<p>The school will attempt to resolve return to work issues in accordance with: The Return to Work Issue Resolution Procedure. This procedure is attached to the end of this document.</p> <p>Note: If you have any questions regarding this procedure, please contact the Industrial Relations Unit on (03) 9267 0431.</p>

Resurrection Catholic Primary School
Return to Work Issue Resolution Procedure*

Purpose

The purpose of this procedure is to facilitate the resolution of issues that arise at the school between the employer and a staff member concerning the staff members' return to work.

Definitions

The Act means the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic).

Return to work co-ordinator for the school is Resurrection Catholic Primary School. This is a person nominated by the Principal to assist the school in meeting its obligations under the Act.

Return to work issue means an issue about a staff members' return to work but excludes a complaint about the WorkSafe, the school's WorkCover insurer (WorkSafe Agent), claim liability, payment of a benefit or entitlement, termination or suspension of a claim, reimbursement of an expense, a conciliation application or outcome; and also excludes general matters of policy and practice applying across the school, not directly related to the staff member's return to work.

Employer means the representative of the employer. In this school the representative will be the school Principal, Mr Desmond Noack, or another person as nominated by the Principal from time to time.

Persons who can raise return to work issues

A return to work issue may be raised by the following persons for resolution at the workplace in accordance with this procedure:

- (a) the staff member;
- (b) a representative of the staff member;
- (c) the staff members' supervisor;
- (d) the return to work co-ordinator;
- (e) the provider of occupational rehabilitation services to the staff member; or
- (f) the staff members treating health practitioner.

Procedure for reporting issues

A staff member who wishes to raise an issue for resolution in accordance with this procedure may do so by reporting the issue to the employer, the staff members' supervisor or the return to work co-ordinator.

A staff members' representative, treating health practitioner, return to work co-ordinator, manager, supervisor or provider of occupational rehabilitation services may raise an issue, or any aspect of it, on behalf of the staff member, by reporting the issue to the employer.

Procedure for resolving issues

As soon as possible, but no longer than 20 days after a return to work issue has been reported, the following persons must meet and try to resolve the issue:

- (a) the employer;
- (b) the return to work co-ordinator; and
- (c) the staff member.

If a person raises a return to work issue, the employer must also invite that person to participate in the issue resolution process.

For the purpose of resolving the return to work issue, all parties must liaise directly with the staff member. However, a staff member may be represented, assisted and supported during the return to work issue resolution process, including at all meetings.

For the purpose of resolving the return to work issue as quickly and effectively as possible the person/s who are participating in the issue resolution process must have regard to:

- (a) return to work planning for the staff member;
- (b) the staff member's progress in recovering from the injury;
- (c) the employer's return to work obligations as set out in the Act; and
- (d) the staff member's return to work obligations as set out in the Act.

If a person requests the employer to set out in writing details of the return to work issue, and matters relating to its progress, resolution or outcome and is within 14 days of the request, provide a copy of the document to each of the parties.

*This procedure is based on ministerial direction "[Return to Work Direction No. 1 of 2010](#)".