

Return to Work Policy

1. Purpose and Scope

KOI aims to assist workplace participants returning to work following an injury or illness.

Under Workers Compensation legislation an employer is required to establish a workplace return to work program that is consistent with the Insurers/Agent's injury management program to assist injured workers return to work.

Occupational rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

This policy applies to employees, contractors (including temporary contractors) and 'workers' (also referred to as employees) as otherwise defined under relevant WHS legislation of KOI, collectively referred to in this policy as 'workplace participants'.

This policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

2. Related Documents

This Policy is to be read in conjunction with KOI's:

- Workers Compensation Procedure
- Return to Work Procedure
- WHS Policy
- Staff Handbook
- Leave Policy

3. Policy Requirements

Our commitment

- KOI is committed to the prevention of illness and injury by providing a safe and healthy working environment.
- KOI is committed to the rehabilitation of injured workplace participants. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workplace participants have the opportunity to recover and return to work by:
 - ensuring that a return to work as soon as possible is a normal practice and expectation;
 - ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers or similar professionals for all who need them;
 - providing suitable duties for an injured workplace participant as an integral part of the rehabilitation process;
 - consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
 - informing workplace participants of their rights in relation to a worker's compensation claim including the choice of doctor and accredited rehabilitation provider;
 - providing access to interpreter services;
 - ensuring that participation in a return-to-work plan will not of itself prejudice an injured workplace participant;
 - ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury.

Return to work co-ordinator

The Return-to-Work Coordinator is the WHS Officer.

The role of the Return-to-Work Coordinator is to:

- determine the injured workplace participant's needs;
- identify suitable duties for the injured workplace participant;
- co-ordinate and monitor return to work plans;
- liaise with all parties including the rehabilitation provider where appropriate;
- provide information and support to the injured workplace participant; and
- maintain confidentiality.

Confidentiality

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis.

4. Responsibilities of workplace participants

Every workplace participant shall:

- take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- co-operate in reasonable workplace changes designed to assist in rehabilitation of fellow workplace participants;
- notify the employer of an injury as soon as possible.
- co-operate in reasonable efforts by the company to rehabilitate the person.

Roles and responsibilities are outlined in the Return to Work Procedure and Workers Compensation Procedure.

5. Rights of employees

Each workplace participant who sustains an injury shall have the choice of treating doctor and of accredited Rehabilitation Provider, and access to an interpreter where necessary.

Document control

Policy title	Return to Work Policy
Policy owner	WHS Officer
Policy approver	AIBM Council on the recommendation of the Audit and Risk Committee
Policy version date	7 March 2025 Version 1.0
Date of approval	7 March 2025
Date of implementation	7 March 2025
Date of next review	7 March 2027
Changes in this version	New Policy