

Return to Work Policy

1. Purpose

- 1.1 The purpose of this policy is to outline the rehabilitation and return to work commitments that ServiceFM has developed and that will apply where an employee sustains an injury or suffers an illness whilst performing work for ServiceFM.
- 1.2 This policy is supported by and is to read in conjunction with the [Return to Work Procedure](#).

2. Scope

- 2.1 This policy applies to all ServiceFM employees, workplaces, and work activities.

3. Policy Statement

- 3.1 ServiceFM is committed to providing a safe workplace, free of injury and disease, however, if an employee is injured, strategies will be in place to ensure early intervention and support is available.
- 3.2 Injuries sustained to an employee can not only affect the individuals' physical health but can also sometimes be damaging to their emotional health resulting in lack of confidence, a sense of helplessness and inaptitude

4. Principles

- 4.1 ServiceFM will work in a timely manner to liaise with the medical community to help the injured employees return to work.
- 4.2 ServiceFM will:
 - Ensure the injured worker's right to confidentiality of medical information
 - Ensure that no information will be used to discriminate against the injured worker
 - Nominate a Return to Work (RTW) Coordinator
 - Complete RTW Plans within the legal timeframes
 - Maintain a Register of Injuries
 - Make offers for modified duties in writing (on the relevant forms) and provide these to the injured worker and nominated treating doctor/practitioner
 - Comply with the company obligations written into and agreed upon in RTW Plans
 - Educate workers about the causes of the injury and subsequent risk controls
 - Keep records as required by the relevant legislation
 - Display an "If you are injured" (or similar) poster for workers with support information
 - Ensure all workers are aware of responsibilities and rights with RTW through training and education
 - Manage disputes through agreed procedures and legislative requirements
 - Ensure all workers are familiar with and have access to this RTW as required
 - Review this return to work plan at least every two years, in consultation with relevant persons

- 4.3 ServiceFM will not dismiss an employee because of a work-related injury within six months of becoming unfit for employment. The aim of RTW is not to disadvantage an injured employee, but to ensure their return to work in an appropriate timeframe and dignified manner.
- 4.4 Employees of ServiceFM must participate in RTW by:
- Obtaining appropriate medical treatment
 - For work-related injuries, get a Medical Certificate from their nominated treating doctor/practitioner
 - Contacting the company as soon as reasonably practicable after injury/illness
 - Provide the company with appropriate workers' compensation forms and documentation
 - Provide accurate information about any aspect of the workers' compensation claim
 - Maintaining communication with the company, rehabilitation provider and insurance agent concerning their RTW
 - Assist in identifying suitably modified duties
 - Actively participating in and complying with the RTW Plan where agreed/reasonable; and
 - Notify anything that may affect the RTW Plan or workers' compensation claim to the RTW Coordinator.
- 4.5 If returning to work with ServiceFM is not possible, all practical efforts will be made to assist with returning to work with an alternative employer.

Feedback

Feedback about this document can be emailed to compliance@servicefm.com.au

5. Endorsement

- 5.1 This policy is authorised, supported, and approved by:



James Pollock – Chief Executive Officer

Date: 01/04/2021