



Return to Work Policy

This Return-to-Work Policy applies to all Employees of the business.

The objective of the policy is to establish procedures for the effective management of employees returning to work after a period of absence.

The requirement is for all staff to comply with the Return-to-Work Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish guidelines and procedures for the effective management of employees returning to work at Sydney Drafting Concepts and Designs after a period of absence due to illness, injury, or other personal circumstances. This policy aims to facilitate a safe and timely return to work while promoting employee well-being and ensuring compliance with relevant Australian legislation, regulations, and industry standards, such as the *Fair Work Act 2009 (Cth)* and the *Workers Compensation Act 1987 (NSW)*.

Objective

The objectives of this policy are:

- To support employees in their recovery and rehabilitation process and assist them in returning to work in a safe, timely, and sustainable manner.
- To ensure that all employees, supervisors, and managers are aware of their roles and responsibilities in relation to the return-to-work process and are provided with the necessary training and resources to fulfill these responsibilities.
- To develop and implement individualized return-to-work plans that take into account the employee's medical restrictions, functional capabilities, and job requirements, while minimizing the risk of re-injury or aggravation of the condition.
- To engage in effective communication and consultation with employees, their treating medical practitioners, and other relevant stakeholders throughout the return-to-work process.
- To continuously improve Sydney Drafting Concepts and Designs's return to work outcomes and performance through regular review and evaluation of the policy and its effectiveness.

Policy Requirements

To achieve the objectives outlined in this Return-to-Work Policy, the following requirements must be met:

- **Designation of Return-to-Work Coordinator:** Sydney Drafting Concepts and Designs will designate a Return-to-Work Coordinator who is responsible for overseeing the return to work process, providing support and guidance to employees and supervisors, and ensuring compliance with this policy and relevant legislation.
- **Employee Notification:** Employees must notify their supervisor or the Return-to-Work Coordinator as soon as practicable of any illness, injury, or personal circumstance that may require a period of absence from work and may necessitate a return to work plan.
- **Medical Assessment and Documentation:** Employees returning to work after a period of absence due to illness or injury may be required to provide medical documentation, such as a medical certificate or a fitness for work assessment, which outlines any work restrictions or accommodations required.

- **Development of a Return-to-Work Plan:** In consultation with the employee, their treating medical practitioner, and the employee's supervisor, the Return-to-Work Coordinator will develop an individualised return-to-work plan that outlines appropriate modifications, accommodations, or alternative duties to facilitate a safe and sustainable return to work.
- **Monitoring and Review:** The Return-to-Work Coordinator, in conjunction with the employee's supervisor, will regularly monitor and review the employee's progress and return to work plan, making any necessary adjustments to ensure ongoing suitability and effectiveness.
- **Training and Education:** Sydney Drafting Concepts and Designs will provide training and education to employees, supervisors, and managers on their roles and responsibilities in relation to the return-to-work process, as well as the principles and objectives of this Return-to-Work Policy.
- **Policy Review and Evaluation:** This Return-to-Work Policy will be reviewed at least annually or following significant changes to relevant legislation, regulations, or industry standards. Regular audits will be conducted to ensure ongoing compliance with this policy and to identify areas for improvement.

By implementing and adhering to this Return-to-Work Policy, Sydney Drafting Concepts and Designs demonstrates its commitment to promoting employee wellbeing, facilitating a safe and sustainable return to work, and fulfilling its legal and ethical obligations related to employee rehabilitation and return to work.

The Director is responsible for communicating the Return-to-Work Policy to all persons working for or on behalf of the organisation and making it available to interested parties.