

DOB ENTERPRISES PTY LTD

DOB Workplace Rehabilitation
Policy
IMS-538-01-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert
05.03.2020	1		Update to RAW	S Rupert	S Rupert



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

Revision

1

Document No

IMS -538-01-POL

Date

05.03.2020

Page

Page 2 of 4

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

DOB's greatest asset is our workers. We have put in place steps to ensure the smooth return to and recover at work of our workers who have suffered injury, illness, medical condition or traumatic event as soon as is appropriate.

DOB takes the following steps to support workers who are injured:

- Ensuring that personal information remains confidential
- Assign a Return to Work (RTW) or Rehabilitation Coordinator as a main point of contact between the worker and DOB
- Establish an RTW group, comprising the worker, a WHS Representative and Union Representative, where appropriate
- Make sure that the worker is not discriminated against for their injury or the circumstances surrounding their absence

Return to / Recover at Work (RTW/ RAW) Plans

A RTW/RAW Plan is designed as an agreement between the business and the worker, detailing any conditions or arrangements required to guarantee a smooth return to work.

The role of the Rehabilitation Coordinator:

A Rehabilitation Coordinator is someone who has RTW Coordinator training as approved by the State Authority, and any further medical qualifications such as Occupational Therapy, Physio Therapy etc.

A Rehabilitation Coordinator has the authority to:

- Consult with relevant parties to make decisions, in line with policies and confidentiality
- Communicate across cultures, regardless of gender, ethnicity or age
- Appoint a translator, if this is deemed necessary
- Has no function or authority to act as a claims manager
- Provide information to insurance providers

A Rehabilitation Coordinator carries out the following duties in order to support workers returning to the workplace:

- Contact the worker as soon as possible after an injury, illness or event has occurred
- Providing the worker with any resources or information they may require
- Ensuring that documentation required by DOB is completed promptly
- Informing the workers direct supervisor / line manager of their absence if asked to do so by WHS Manager
- Maintain regular contact with the worker
- Explain the rehabilitation process to the worker
- Where appropriate, forward company newsletters to keep the worker up to date with company matters
- Take advice from medical professionals
- Liaise with other external agencies, such as WorkCover
- Work with the worker and medical experts to design a RTW/RAW plan

A RTW/RAW plan will:

- Be completed within legal timeframes
- Commence being put into place once the likely length of absence is known
- Take into account advice given by the workers medical practitioner or occupational health specialist



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

Revision

1

Date

05.03.2020

Document No

IMS -538-01-POL

Page

Page 3 of 4

- Adhere to our Risk Management Policy
- Consider the health & safety of other workers
- Be in consultation with the worker
- Written in an agreed format, with a copy provided to the worker and their medical practitioner
- Be reviewed regularly and updated or changes made as deemed necessary

A RTW/RAW plan can include:

- Returning to the same department with the same duties & reviewing this regularly
- Returning to a different department or with alternative duties on a temporary or permanent basis
- Where alternative duties are put in place, a training plan designed to enable the worker to carry out these duties
- Modification or replacement of equipment in the workstation where required
- Reduced or part time hours, to be reviewed regularly with the worker
- Details of planned review dates and notes made in review meetings



DOB ENTERPRISES PTY LTD
 ABN 20112 866001
 Level 1 49 Horton Street
 Port Macquarie NSW 2444
 Ph: 1 300 854 622
 Fax: 02 6583 8468

Revision

1

Date

05.03.2020

Document No

IMS -538-01-POL

Page

Page 4 of 4

UNCONTROLLED WHEN PRINTED OR DOWNLOADED