

RETURN TO WORK



Policy Statement

Our Return to Work (RTW) policy is designed as a collaborative and consistent process for all employees needing rehabilitation before resuming their duties. This approach aims to facilitate the employees' ability to either continue working or return to meaningful and productive roles promptly and safely after experiencing a work-related or non-work-related injury or illness.

Scope

This policy applies to employees returning to work after periods of absence due to personal/sick leave or worker's compensation leave. It should be reviewed alongside the Work Health, Safety, and Wellbeing Policy.

Process

Ceasefire is dedicated to managing workplace rehabilitation processes to facilitate the recovery and return to work of all injured employees by:

- Promoting a culture where returning to work as soon as possible is standard practice and expectation.
- Offering suitable duties as part of the rehabilitation process for injured workers.
- Collaborating with employees or, their industrial union representatives to ensure smooth and effective implementation of rehabilitation programs.
- Informing employees of their rights regarding worker's compensation claims, including the option to choose their doctor and accredited rehabilitation provider.
- Nominating a return-to-work coordinator who will liaise with the injured worker (where medically able), the Nominated Treating Doctor, the Health and

Safety Representative or other delegates (if applicable)

- Keeping records of incident and injury as required by the State Authority and relevant legislation.
- Guaranteeing that involvement in a return-to-work plan will not unfairly disadvantage an injured worker.
- Ensuring no termination occurs during the legislatively protected period following the injury, solely or primarily due to that injury.
- Ensure all workers are aware of responsibilities and rights with RTW through training and education.
- All injuries must be reported to the supervisor as soon as reasonably practicable.
- Ceasefire will ensure to display the Return-to-work policy at the workplace whenever possible and communicate the policy to all personnel.

Method

Where an employee has been absent from work due to illness or injury (whether work-related or not), either the manager or the employee may initiate a return-to-work process.

The employee must provide the employer with written medical clearance from their treating doctor. This medical clearance needs to advise the employer of:

- Whether the employee is fit to resume work;
- When the employee is fit to resume work;
- Whether there are any restrictions on the duties that the employee can perform, and;
- If so, the extent of those restrictions.

The RTW Policy aims to foster a best-practice method for returning to work, achieved through collaborative and meaningful consultations with employees.

Information gathered from employees and healthcare providers during the return-to-work process will be kept strictly confidential. Disclosure of information will only occur as mandated by law or with the employee's written and informed consent.

Slayde Tana
General Manager