

## **Risk Management and Occupational Rehabilitation Program**

Monash University is committed to providing a safe and healthy environment for all employees. In the event of a work related injury or illnesses, the University will ensure that necessary assistance is available for the employee to remain at work, or return to work as soon as possible. The University will achieve this through appropriate occupational rehabilitation, risk management and the provision, so far as practicable, of safe and suitable employment.

### **Risk Management Program**

Monash University will:

- Take all practicable steps to identify, assess and control any known or potential workplace hazards to employees.
- Encourage the early reporting of any symptoms of an injury or illness that may be related to the workplace.
- Investigate all incidents, accidents, injuries or near misses to identify their cause and minimise the risk of reoccurrence.
- Comply with our legal obligations, including notification of serious incidents to WorkSafe Victoria when required.
- Implement the University's procedure for "Incident Reporting, Investigation & Recording". This can be found on the Monash University Intranet OHSE web site at <http://www.adm.monash.edu.au/ohse>

### **Occupational Rehabilitation Program**

Monash University will assist injured employees who sustain a workplace injury or illness to remain at work or return to work as soon as practicable and in accordance with medical advice.

This will be achieved through our Return to Work Program, which is outlined as follows:

- Remaining at, or early return to work following an injury/illness is normal workplace practice and expectation.
- Return to work planning will commence as soon as possible after an injury/illness, in accordance with medical advice.

- In accordance with statutory guidelines, an individual return to work plan will be established as soon as practicable but no later than 10 days with any employee who has an incapacity for work which is likely to exceed 20 days. The plan will be prepared in consultation with the employee, their supervisor and their treating medical practitioner in order to obtain information about the employee's capacity for work and any medical restrictions with which they must comply.
- A return to work plan will be revised in accordance with the guidelines issued by the WorkCover Authority as often as is necessary during the employee's period of incapacity to work.
- An injured employee requiring an occupational rehabilitation service may be provided with a choice of the provider of occupational rehabilitation services from a list of approved providers (not less than three providers-where available). The University may recommend a provider in order to provide a timely service.
- All attempts will be made to provide suitable employment, including modified, graduated, pre injury or alternate duties consistent with medical advice, for all injured/ill employees as part of the return to work plan.
- Progress of a return to work plan will be monitored in consultation with the injured employee, treating health and medical practitioners and rehabilitation providers (where involved) to ensure its effectiveness and be revised where appropriate and as necessary.
- Confidentiality of the employee's information, obtained during their return to work or while undertaking occupational rehabilitation services, will be maintained so far as practicable.
- Employees and/or their representative will be consulted about the development and review of the occupational rehabilitation program and their individual return to work plans.

### **Return to Work Co-ordinator**

The University's WorkCover and Rehabilitation Co-ordinator is:

- Katherine Maniatakis: Strategy, Student and Staff Services Division, 710 Blackburn Road, Business Park, Clayton
- Telephone 9905 6034
- Fax 9905 6020

The WorkCover and Rehabilitation Co-ordinator has obtained a Victorian WorkCover Authority Approved Return to Work Co-ordinator Certificate.

Following any workplace compensable injury, the WorkCover and Rehabilitation Co-ordinator will:

- Where practicable, contact the injured employee and contact their treating medical practitioner to implement the commitments outlined in the risk management and return to work program.
- Determine the need for any occupational rehabilitation assistance in consultation with the injured employee and their treating practitioner, our Authorised WorkCover Agent and, where appropriate, refer to the approved occupational rehabilitation provider.
- Ensure that there is a timely response to getting a rehabilitation provider involved.
- Where appropriate, refer the injured worker to the Superannuation Officer for information and advice on any entitlement relating to superannuation disability benefits.

### **Approved Occupational Rehabilitation Provider**

Our nominated approved occupational rehabilitation providers are:

- [Konekt](#)
- [Recovre](#)
- [Resolutions](#)

Monash University's nominated approved occupational rehabilitation providers will be available to an injured employee for the purposes of providing a choice when occupational rehabilitation service is necessary.

### **Consultation**

#### **Return to Work Plan**

- Our injured employees, supervisors and treating practitioners will be involved in all aspects of their return to work and return to work plans will be developed and reviewed in consultation with them.

#### **Occupational Rehabilitation Program**

- This program was developed in consultation with our workforce (through the NTEU), 4/8/05

### **Commitment**

This program represents our commitment to workplace occupational rehabilitation and return to work following work related injury/illness. As

representative of its development and our mutual commitment, this program is endorsed by:

Employees' Representative .....

Position: .....

Signature: .....

Management Representative .....

Position: .....

Signature: .....