

RETURN TO WORK

CO-ORDINATOR TRAINING

NSW WORKPLACE INJURY MANAGEMENT & WORKERS COMPENSATION ACT 1998

Under the Act an employers legal responsibilities include to:

- have started developing a return-to-work program with the commencement of business operations and to have the program in place within 12 months of becoming an employer
- develop, implement and review the return-to-work program in consultation with workers and relevant unions

For a **Category 1 employer**, that is an employer:

- with a base premium exceeding \$50,000, or
- who is self insured, or
- who is insured by a specialised insurer, and who employs more than 20 workers,

A return-to-work program must be developed in accordance with the *WorkCover Guidelines for Employers' Return-to-Work Programs*.

Category 2 employers (i.e. any employer who is not a Category 1 employer) are permitted to adopt the standard return-to-work program prepared by WorkCover.

As well employers must:

- select and nominate rehabilitation providers in consultation with workers and relevant unions
- produce the program in printed form
- display a summary of the program prominently in the worksite
- pay for the initial cost of developing the return-to-work program
- provide workers with adequate information on return-to-work and compensation procedures
- appoint and train a return-to-work co-ordinator



- refer a worker to a rehabilitation provider if the worker faces barriers in returning to work

TRAINING AND SKILLS FOR RETURN TO WORK CO-ORDINATORS

Category 1 employers (i.e. with a base premium over \$50,000) must employ or contract a trained return-to-work co-ordinator.

The return-to-work co-ordinator must hold:

- a WorkCover certificate certifying attendance at the WorkCover accredited two-day course;
- a WorkCover certificate certifying attendance at a two-day WorkCover accredited training course for rehabilitation co-ordinators that was conducted prior to February 1995;
- a letter from WorkCover

RETURN-TO-WORK CO-ORDINATORS REQUIRE THE FOLLOWING SKILLS

- ability to develop a return-to-work program consistent with workplace requirements
- ability to implement policy and procedures of the return-to-work program and facilitate the training of staff
- excellent written and verbal communication skills, including negotiation and listening skills
- ability to implement and explain the *Workplace Injury Management and Workers Compensation Act 1998* and the *Workers Compensation Act 1987*
- ability to identify suitable duties, consistent with section 43A of the *Workers Compensation Act 1987*
- ability to develop and implement a return-to-work plan
- decision-making skills
- ability to disseminate information to all relevant parties
- case and caseload management skills
- organisational and time management skills

RETURN TO WORK CO-ORDINATOR TRAINING

OBJECTIVES

- Overview of the Injury Management & Workers' Compensation scheme
- Review workplace injury management and rehabilitation program
- Determine role of the RTW Co-ordinator
- Understand working with special groups
- Know the role of the Insurer
- Benefits for injured workers
- Develop a Return to Work Plan
- Share a Co-ordinator's experience

OUTCOME

- Compliance with NSW Workplace Injury Management & Workers' Compensation Act 1998 and amendments
- RTW Co-ordinator Manual for each participant
- WorkCover RTW Co-ordinator Certificate for each participant

VENUE

- Level 1, 86 Bathurst Street, Liverpool, New South Wales, 2170

TIMING

- 2 days as mandated by WorkCover

INVESTMENT

In your commitment to early, safe and sustained outcomes for your injured workers:

- \$570.00 per person (Cancellations are not refundable or transferable to a future course; however, another person may attend in lieu of the original registrant.)

OTHER INJURY MANAGEMENT SERVICES ACTIVE OHS CAN PROVIDE

- Assist to develop an Injury Management Plan;
- Identify selected duties;
- Assess Functional Capacity for work to clarify physical restrictions;

- Assist in determining a realistic rehabilitation goal that will expedite a return to optimum productivity;
- Conduct Task Analysis to look at functional requirements to perform duties safely;
- Conduct Transferable Skills/ Vocational Assessment;
- Provide adjustment to disability and post trauma counselling;
- Assist in training staff in the requirements of the Act;
- Actively manage the return to work process to ensure a timely, safe and durable outcome;
- Maintain regular communication with the injured worker while unfit to expedite a return to work;
- Liaise with health professionals to monitor the injured worker's treatment;
- Facilitate work conditioning;
- Constantly monitor the injured worker's compliance;
- Assistance in reducing claims costs.

WHEN TO REFER TO A REHABILITATION PROVIDER?

In the event of an injury referral should be considered where:

- If injury is severe and beyond the expertise of the RTW Co-ordinator;
- Difficulties identifying selected duties;
- Injured worker maintains cannot manage duties;
- RTW Co-ordinator does not have time to monitor closely;
- Injured worker seems difficult to contact;
- Injured worker taking days off claiming aggravation;
- Delay in injured worker upgrading to pre-injury duties;
- Injured worker back at work but still having treatment such as Physiotherapist.