

# THE GOWRIE (QLD) INC

## OCCUPATIONAL REHABILITATION POLICY

### CONSIDERATIONS:

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QIAS

Principle 5.5

### POLICY STATEMENT:

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To inform employees of their rights in relation to a worker's compensation claim and to support each employee's rehabilitation and return to work.

### RELEVANT FORMS/MATERIAL:

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- ***Incident Report Form***
- ***Work Cover Documentation***

### SOURCES:

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**Workplace Health and Safety Queensland <http://www.deir.qld.gov.au/workplace/>**

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**REVIEWED: March 2011**

**Date to be Reviewed: March 2012**

## IMPLEMENTATION:

<p>WHAT YOU SHOULD DO</p>	<p>Report any work related injury or illness immediately to the Director and complete an <b>Incident Form</b>. The Director will then inform the President.</p>
<p>EXECUTIVE COMMITTEE / DIRECTOR ROLE AND RESPONSIBILITIES</p>	<ul style="list-style-type: none"><li>- Work to prevent injury and illness by providing a safe and healthy working environment.</li><li>- Arrange for an injured worker to be given advice (by a qualified person such as a WorkCover Advisory Officer) on filling out the Employee Section of the worker's compensation form.</li><li>- Inform the injured employee of his/her rights, obligations and benefits and of the rehabilitation procedures.</li><li>- Advise the employee that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits.</li><li>- Offer the employee help, through Work Cover, from an accredited Rehabilitation Officer who will be given access to the workplace.</li><li>- Provide an early safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.</li><li>- Provide the injured/ill worker on his/her return to work with suitable duties of employment (in consultation with the rehabilitation provider or treating doctor).</li><li>- Consult with the injured employee on the rehabilitation process.</li><li>- Consult with other employees to ensure the rehabilitation program operates effectively.</li><li>- Refer any rehabilitation situations that cannot be resolved by mediation in the workplace to the Rehabilitation Mediation Officer at the WorkCover Authority.</li><li>- Maintain the confidentiality of all rehabilitation records.</li></ul>