

Return-to-Work Policy

Roadmap reference: Support recovery

Objective

This policy articulates **(Insert organisation name)** commitment to supporting and promoting the return-to-work process.

(Insert organisation name) recognises that returning to work following illness or injury is generally best for the worker and their organisation.

Goals

We will

- Support the worker through the recovery process, including through expressing positivity about prospects for recovery, while respecting privacy and personal space
- Assist workers to understand and access their leave options
- Encourage staff to return to work at the earliest practical opportunity, consistent with medical advice
- Involve affected staff (including the worker's colleagues) in the return-to-work process
- Make the necessary reasonable adjustments to support return-to-work and ongoing recovery
- Develop a return-to-work plan specific to the affected worker and consistent with Health and Safety legislation
- Actively engage with stakeholder supports such as healthcare practitioners, occupational/workplace rehabilitation specialists, and claims and insurance managers
- Provide accurate and timely information to workers about worker's compensation
- Investigate and address the workplace factors that may have contributed to the worker's injury or illness, so far as is reasonably practicable

Scope

This policy applies to all staff of **(Insert organisation name and applicable geographical location)**

Communication

(Insert organisation name) will ensure that:

- All leaders and managers are made aware of this policy
- This policy is considered when evaluating performance
- This policy is easily accessible to all members of the organisation
- Events and activities that support and promote this policy will be communicated to staff

Monitoring and review

(Insert organisation name) will review this policy _____ months after implementation and annually thereafter.

Date

Manager

Title {e.g. CEO, General Manager}

Signature

Date

Date of next review