P015 - Return to Work

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| Version | Approved: | Comments | Next review date |
| 1.0 | 01/09/2016  14/05/2020 | Reviewed | 01/09/2019  14/05/2023 |

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| Applies to: |
| All staff |

# PURPOSE

First Call will endeavour to provide opportunities for all injured employees to return to work.

# POLICY

In the event of any incident, it is the responsibility of management to act as the return-to-work contact.

In the event of an accident, it is the injured staff member’s duty to notify the co-ordinator of the accident. The co-ordinator is to complete the incident/complaint report and send it to the company’s insurers, iCare Workers Compensation Insurance Limited within seven (7) days if the staff member is to be away from work for more than seven (7) days.

Management is also obliged to facilitate contact with a chosen rehabilitation provider should the injury involve temporary or permanent incapacity. First Call will also liaise with the nominated treating doctor, insurer and rehabilitation provider where appropriate to develop a return to work plan and possible suitable duties for the employee.