

RETURN TO WORK ARRANGEMENTS (cont.)

Medical restrictions

Describe the restrictions on the most recent *Certificate of Capacity* or from other sources, e.g. phone call with the worker's treating health practitioner, other medical information provided by the WorkSafe Agent. What date or for what period(s) do these restrictions apply?

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Hours of work

It is recommended that where reduced hours are required the hours are gradually increased where appropriate.

| Week 1 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total p/w |
|--------|--------|---------|-----------|----------|--------|----------|--------|-----------|
| | | | | | | | | |
| Week 2 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total p/w |
| | | | | | | | | |
| Week 3 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total p/w |
| | | | | | | | | |
| Week 4 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total p/w |
| | | | | | | | | |

Work Location (address, team, department)

Start date / /

Supervisor (name, position, phone number)

Review date / /

Prepared by (name, position, phone number)

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Prepared on (date)

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KEY PEOPLE INVOLVED IN THESE RETURN TO WORK ARRANGEMENTS

Worker *I will participate in these return to work arrangements*

| | | | |
|----------------------|----------------------|----------------------|--------------------------|
| Name | Phone | Signed | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> / / |

Return to Work Coordinator *I will monitor and review these return to work arrangements*

| | | | |
|----------------------|----------------------|----------------------|--------------------------|
| Name | Phone | Signed | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> / / |

Supervisor *I will implement these return to work arrangements in the work area*

| | | | |
|----------------------|----------------------|----------------------|--------------------------|
| Name | Phone | Signed | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> / / |

Treating health practitioner *These return to work arrangements are consistent with the worker's capacity*

| | | | |
|----------------------|----------------------|----------------------|--------------------------|
| Name | Phone | Signed | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> / / |

NOTES/ADDITIONAL INFORMATION

If there is additional information you wish to include in this form, please attach any supporting documentation e.g. medical reports, position descriptions, photos etc.

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USING THIS TEMPLATE

Employers have a legal obligation under Victoria's workers compensation legislation to provide suitable or pre-injury employment to their injured worker following a work-related injury or illness. Employers must also plan for their worker's return to work which includes assessing and proposing suitable or pre-injury employment.

Use this template to document your worker's return to work arrangements, including details of suitable or pre-injury employment. It's not mandatory to use this template, however completed templates can be used to demonstrate your efforts in providing clear, accurate and current details of return to work arrangements to your worker.

You should endeavour to propose suitable or pre-injury employment options even before your worker's treating health practitioner has certified that the worker has a capacity for work. The proposed options should be based on the worker's anticipated capacity for work, taking into account the nature of their injury. By doing this, you can show your support for the worker's return to work and indicate suitable duties that could be made available when the worker is ready to return to work.

Once completed, this *Return to Work Arrangements* template can be used to communicate the return to work arrangements to your worker, their treating health practitioner and any other people involved in the return to work process.

PLANNING RETURN TO WORK

There are a number of important steps you must take when planning your worker's return to work:

- **Obtain relevant information** about your worker's capacity for work. Review their current *Certificate of Capacity*, speak to your worker and their treating health practitioner who issued the certificate.
- **Assess suitable or pre-injury employment options** that are consistent with your worker's current or anticipated capacity for work and **consider whether there are reasonable workplace supports or modifications** that will assist your worker's return to work. Talk to the people who can help, such as the worker's supervisor or colleagues. See WorkSafe's *Step by Step Guide to Assessing Suitable Employment Options*. Your WorkSafe Agent (the Agent) can also help you in this process.
- **Consult** with your worker (as well as the individual representing, assisting or supporting them, if the worker has chosen one) their treating health practitioner and other key people such as an occupational rehabilitation provider (when involved).
- **Propose suitable or pre-injury employment** to your worker, their treating health practitioner and any other relevant person. This template can be used to document these arrangements. Although agreement is not essential, where possible it is preferable to achieve agreement between the relevant parties on the return to work arrangements and suitable employment as this assists successful return to work.
- **Provide clear, accurate and current details** of the worker's return to work arrangements to the relevant parties. Ideally, the worker should sign these arrangements to indicate their support.
- **Implement your worker's return to work arrangements.** Ensure relevant people know what your worker can and can't do.
- **Monitor your worker's progress** and update return to work planning when appropriate.

Other important steps that can help improve the return to work planning process:

- **Consider your worker's individual circumstances.** A one size fits all approach to return to work will not meet the specific needs of your worker, their injury, their worksite, or their supervisor. Taking these circumstances into account when planning return to work can result in a more successful and sustainable outcome.
- **Maintain your worker's privacy.** Only communicate information that is essential to assist your worker's return to work. For example, the worker's supervisor will need information about the worker's duties, restrictions and breaks - they should not need medical information relating to their injury.
- **Obtain information** such as your worker's contact details and their pre-injury job description.
- **Inform your Agent** about your worker's return to work arrangements and return to work progress. An easy way to do this is to send or email a copy of these return to work arrangements to your Agent each time they are updated.

MONITOR AND REVIEW YOUR WORKER'S RETURN TO WORK

Return to work planning and arrangements should be continually monitored, reviewed and updated. This includes consultation with your worker and their treating health practitioner. Ongoing monitoring and review helps support your worker and ensures that the return to work arrangements that are being implemented are consistent with the worker's capacity. It also ensures adjustments are identified and implemented as required.

Employers are expected to engage in an ongoing process of planning. Return to work planning and any arrangements that are in place would ideally be reviewed at the following stages:

- If your worker's condition changes, refer to your worker's next *Certificate of Capacity* for information about their changed condition. This review date will usually be less than 28 days from the last review.
- When you are preparing for your worker's recovery, take into account the nature of their injury. This will help you indicate duties that could be made available as your worker recovers.
- When requested by your worker, their treating health practitioner, your Return to Work Coordinator or an occupational rehabilitation provider (if involved), or the Agent.
- When you become aware of any relevant change to your worker's injury or circumstances.

OTHER IMPORTANT INFORMATION

- Contact your Agent for further advice and assistance whenever required.
- For detailed information on how to meet your obligations, refer to WorkSafe's Return to Work Compliance Codes:
 - *Compliance Code 1 of 4: Providing employment, planning and consulting about return to work*
 - *Compliance Code 2 of 4: Return to Work Coordinators*
 - *Compliance Code 3 of 4: Return to work information*
 - *Compliance Code 4 of 4: Cooperating with labour hire employers about return to work*
- Your Agent may engage occupational rehabilitation providers to assist with return to work planning and help identify suitable employment. This assistance does not remove your obligations to plan your worker's return to work and provide them with suitable or pre-injury employment.
- Training is available for Return to Work Coordinators and is recommended for those who need assistance to meet their return to work obligations. Details are available from your Agent or the WorkSafe website [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au).
- For more information about how to meet your return to work obligations, refer to *What to do if your worker is injured - A guide for employers* or the WorkSafe website [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au).
- You can also call the WorkSafe Advisory Service on (03) 9641 1444 or freecall 1800 136 089.

