

REHABILITATION AND COMPENSATION POLICY

INTRODUCTION

This policy is in accordance with the provisions of the Workers Rehabilitation and Compensation Act 1998 and Workers Rehabilitation and Compensation Amendment Act 2009.

NOSS recognises that:

- Rehabilitation aims to help an injured person recover with the least possible delay, to minimise the effect on their usual life style and to enable a return to normal working duties
- Rehabilitation following injury or illness benefits all parties.
- The rehabilitation of employees following injury or illness is a shared responsibility.

PROCEDURES

1. NOSS will operate in accordance with the Injury Management Program developed by the relevant workers compensation insurer.
2. NOSS will appoint a Return to Work Coordinator and assign any employee who sustains a significant injury to the appointed Return to Work Coordinator as soon as practicable.
3. Within 14 days of being informed by a worker of an injury, NOSS will give the employee notice in writing advising them of their right to claim workers compensation.
4. NOSS will notify the insurer within three working days of being informed of any injury which causes partial or total incapacity for work.
5. Upon receipt of a claim for workers compensation, NOSS will notify the insurer within three working days and lodge the claim with the insurer within five days of receipt.
6. As soon as practicable, the injured employee will inform NOSS of their chosen Primary Treating Medical Practitioner who will work with NOSS and the insurer to facilitate the employee's treatment, recovery and return to work.
7. NOSS will maintain regular contact with employees who are absent from work due to injury or illness with a view to keeping the employee informed of decisions regarding their injury management and facilitating a return to work.

8. NOSS will ensure that the worker is notified in writing within 28 days of the status of the claim.
9. When an employee is likely to be incapacitated for more than 5 working days (but less than 28 days) NOSS will formulate a Return to Work Plan. The Plan must be developed within five working days of the employee becoming totally or partially incapacitated for work.
10. Where the injured worker is likely to be incapacitated for more than 28 days an Injury Management Plan. The Plan must be developed within five working days of the employee becoming totally or partially incapacitated for work.
11. Any Return to Work Plan or Injury Management Plan will be in writing and include the objective of the plan, the course of action, the names of the people involved and the review date. Such plans will be made in consultation with the employee, their treating medical practitioner, the rehabilitation provider and the insurer.
12. An injured employee must take all reasonable steps to comply with any requirements of the approved Return to Work or Injury Management Plan.
13. Before returning to work, the employee must provide a clearance from their Primary Treating Medical Practitioner specifying that they are fit to return to their pre-injury duties.