

## RECOVER AT WORK

### Objective

To implement practices and procedures to ensure a healthy and a safe working environment and assist injured employees to return to full health and normal duties as quickly and safely as possible.

### Scope

All employees of Gilgandra Shire Council

### Policy

#### **1. Prevention of Workplace Injuries and Illness**

Gilgandra Shire Council is committed to preventing injury and illness through providing a safe and healthy working environment.

#### **2. Recover at Work Program**

Gilgandra Shire Council has, through consultation and agreement with employees, developed a Recover at Work Program for the management of workers who are injured at work. The Program allows employees to be aware of their rights and responsibilities and the procedures that are followed once a workplace injury occurs. The Program forms part of the operating procedures of Council and is consistent with StateCover's Injury Management Program.

#### **3. Consultation with Workers and, Where Applicable, Unions**

This Recover at Work Program was developed in consultation with employees and management and allows employees to understand the process that takes place when they are injured at work. Gilgandra Shire Council is committed to consulting with employees, and their union representatives (where requested), on all phases of injury management. Employees will be regularly informed of their rights and responsibilities and Council's policies and procedures in relation to injury management.

#### **4. Early Commencement of Injury Management and Early Return to Work**

Gilgandra Shire Council is committed to ensuring that an early return to work by an injured worker is a normal practice and expectation.

#### **5. Provision of Suitable Duties**

In order to assist injured workers to return to work in a timely and safe manner, Gilgandra Shire Council offers suitable duties following a workplace injury. The Return to Work Coordinator will be responsible for liaising with relevant parties to determine suitable duties tailored for individual workers.

**6. Return to Work not to Disadvantage Injured Workers**

Gilgandra Shire Council is committed to ensuring that participation in a Recover at Work plan will not, of itself, disadvantage an injured worker. All efforts will be made to resolve disagreements about the Recover at Work Program, or its components, through discussion and co-operation.

*Relevant Legislation*

Work Health and Safety Act 2011 (NSW)  
 Work Health and Safety Regulation 2017 (NSW)  
 Workers' Compensation Act 1987 No. 70  
 Workplace Injury Management & Workers' Compensation Act 1998 No. 86

*Associated Documents*

Council's EEO Policy  
 Management Responsibilities for WH&S

|                             |  |                       |  |
|-----------------------------|--|-----------------------|--|
| <b>Responsible Officer:</b> | Executive Leader Transformational Change                   |                       |  |
| <b>Date Adopted:</b>        | 19/2/09, 17/2/16<br>20/3/18, 16/2/21<br>21/02/23, 18/02/25 | <b>Resolution No:</b> | 56/09, 18/16<br>48/18, 15/21<br>11/23, 13/25 |
| <b>Version:</b>             | 6  | <b>Review Date:</b>   | July (annually)                              |