



WORKERS COMPENSATION AND REHABILITATION POLICY		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 1/07/2017
Effective Date: 1/09/2018	Revision # V1	Reviewed By: PRCM Committee	Date Reviewed: 7/08/2018
Compliance: Workers Rehabilitation and Compensation Act 1988 (Tas)			

Purpose

The Archdiocese of Hobart ('Archdiocese') is committed to the achievement of a safe, healthy and injury free work environment.

However, injuries may unfortunately occur and the Archdiocese is committed to ensuring that early and appropriate vocational rehabilitation is provided to all workers incapacitated by work-related injury, illness or disease.

Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

Policy

The Archdiocese will achieve its commitment by endeavouring to:

- Prevent injury and illness by providing a safe, healthy and supportive work environment
- Maintain, communicate, educate and train workers in safe work practices that are consistent with the provisions of the *Workers Rehabilitation and Compensation Act 1988*
- Maintain incident reporting and management processes
- Take all reasonable steps to ensure further workplace injuries are prevented
- Ensure that rehabilitation/return to work commences as soon as possible after an injury/illness
- Focus on early intervention and provide support to the needs of the worker
- Develop rehabilitation programmes and plans in consultation with all relevant parties
- Provide where necessary, alternative duties or changes to the work environment
- Ensure that all injured workers are informed of their rights including the right to choose their own Medical Practitioner and participate in the selection of their Accredited Workplace Rehabilitation Provider
- Written and verbal injury management information is presented in a manner which enables understanding, irrespective of background or cultures

- Maintain confidentiality, with access restricted to authorised personnel
- *Return to Work Plans* are developed in consultation with all parties
- Appoint a return to work coordinator
- Hold adequate insurance and comply with insurer's approved injury management programme.

Definitions

Rehabilitation: A system of workplace rehabilitation that is initiated or managed by the employer to assist injured/ill workers to return to work at the earliest possible time. A *Return to Work Plan* can be formed. Rehabilitation includes injuries that require medical/therapy treatment, but no time off work.

Workers compensation: Is a form of insurance payment to workers if they are injured at work or become ill due to their work. It can include wages while workers are not fit for work, medical expenses and rehabilitation.

Related Documents

- Work Health and Safety Policy
- Workplace Behaviour Policy

Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,

11 August 2018