SILC Return to Work Form

Appendix B

# **Instructions**

For each work-related injury or illness reported to SILC, this form must be completed by the SILC Return to Work Coordinator attaching any relevant documentation (e.g. an injury management plan or recover at work plan). Once completed, this form must be securely stored by SILC to ensure both good records management and respect for the privacy and confidentiality of those involved.

|  |  |
| --- | --- |
| Name of injured worker & contact details |  |
| Details of injury / illness (including date, time, location, extent of injury or illness) |  |
| Name of workplace / House Operator  Is SILC the legal employer? If yes, SILC’s Return to Work Program must be implemented. If no, House Operator’s Return to Work Program must be implemented. |  |
| Has an incident report been completed? If yes, please attach |  |
| Has the injury / illness been included in the workplace Register of Injuries? |  |
| Has icare been notified? Date and details of report made to icare, including details of any claim: |  |
| Is this a notifiable incident?[[1]](#footnote-1)  If yes, has SafeWork NSW been notified? **Note well:** *SafeWork should be notified immediately in 13 10 50.*  Date and details of report made to SafeWork NSW |  |
| Has a copy of Return to Work Program been provided to injured worker?[[2]](#footnote-2) |  |
| Has injured worker provided consent for release of confidential information? If yes, please attach record of informed consent or signed consent form[[3]](#footnote-3) |  |
| Name of treating doctor & contact details |  |
| Has a certificate of capacity been provided by the treating doctor? If yes, please attach |  |
| Name of nominated rehabilitation provider & contact details[[4]](#footnote-4) |  |
| Has an injury management plan been developed? If yes, please attach |  |
| Has a recover at work plan been developed and agreed to by the House Operator and injured worker? If yes, please attach |  |
| Any other details / documentation?  If yes, please attach |  |

1. As defined by section 35 of the Work Health and Safety Act 2011 NSW, "notifiable incident" means:

   (a) the death of a person in the workplace, or (b) a [serious injury or illness of a person](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_act/whasa2011218/s36.html#serious_injury_or_illness_of_a_person), or (c) a [dangerous incident](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_act/whasa2011218/s37.html#dangerous_incident). [↑](#footnote-ref-1)
2. If a staff person is injured at work, they should also be provided with a copy of the SIRA Injured at Work Guide (available here: <https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/publications/workers-and-claims/injured-at-work-guide>)

   and the SIRA Guidelines for Claiming Workers Compensation (available here: <https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/publications/workers-compensation-policies/Guidelines-for-claiming-workers-compensation-8084.pdf>). [↑](#footnote-ref-2)
3. Where possible, SILC should use the SIRA standard consent form for release of personal information (see here: <https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/forms/employers-and-claims/Standard-consent-form_release-of-personal-info.pdf>) or use the certificate of fitness / capacity to gain consent (for more information, see here: <https://www.sira.nsw.gov.au/for-service-providers/cofcoc>). [↑](#footnote-ref-3)
4. SIRA’s list of workplace rehabilitation providers is available here: <https://www.sira.nsw.gov.au/for-service-providers/A-Z-of-service-providers/rehabilitation-providers> [↑](#footnote-ref-4)