

# Return to Work Program Information Sheet

## Appendix C

### Introduction

SILC House Operators must develop a Return to Work Program within 12 months of establishing and appoint a Return to Work Workplace Coordinator to implement this program.

House Operators should develop their Return to Work Program in accordance with the State Insurance Regulatory Guidelines. For more information, see:

<https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/publications/help-with-getting-people-back-to-work/guidelines-for-workplace-return-to-work-programs-may-2017>

In determining what type of Return to Work Program to develop and implement, House Operators will fall into one of two employer categories:

1. **Category 1 Employers** meet one of the following criteria in relation to workers compensation insurance:
  - Basic tariff premium over \$50,000 a year.
  - Self-insured.
  - Insured by a specialised insurer and has over 20 employees.
2. **Category 2 Employers** meet one of the following criteria in relation to workers compensation insurance:
  - Basic tariff premium of \$50,000 a year or less.
  - Insured by a specialised insurer and has under 20 employees.

All Return to Work Programs must:

- be reviewed at least every two years and must align with the icare Injury Management Program (PDF version available through the icare website);
- reflect the business practices, culture and environment of the workplace and should outline each House Operator's commitment to helping injured employees recover at work (where appropriate) and / or return safely and as soon as possible following a work-related injury or illness; and
- be written in plain English and documented policies, procedures, roles, responsibilities and communications must support timely, safe and durable recovery at work.

## Return to Work Program: Category 2 Employers

This Return to Work Program is a standard Return to Work Program for Category 2 Employers, developed by the State Insurance Regulatory Agency (SIRA). House Operators that fall into this category must adopt this standard program, using the template provided on the SIRA website: <https://www.icare.nsw.gov.au/employers/employer-obligations/return-to-work-programs/return-to-work-assistance/>

For Category 2 Employers, implementing a successful RTW program involves three main activities:

1. Appointing the person responsible for recovery at work.
2. Developing a return to work program.
3. Implementing the return to work program.

Employers must consult with their employees and any industrial union that represents them when developing and reviewing their program. When Category 2 Employers implement their Return to Work Program, they must also inform employees of their rights, obligations and the procedures for workplace rehabilitation and recovery at work. Employers must make copies of the Return to Work Program available to their employees, and provide a copy to any employee who requests it or has a workers compensation claim.

For more information about the above, see the State Insurance Regulatory Guidelines: <https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/publications/help-with-getting-people-back-to-work/guidelines-for-workplace-return-to-work-programs-may-2017>

## Return to Work Program: Category 1 Employers

Category 1 Employers must develop a customised Return to Work Program within 12 months of becoming a Category 1 Employer. The Return to Work Program is a summary of an agreed system that an employer must have in place in readiness for the management of employees who suffer a work-related injury or illness.

For Category 1 Employers, implementing a successful Return to Work Program involves four main activities:

1. Appointing a Return to Work Coordinator.
2. Developing a Return to Work Program.
3. Consulting employees and unions.
4. Implementing the Program.

SILC's Return to Work Program for Category 1 Employers is provided on the SILC website.