



# Catholic Diocese of Ballarat St. James' Parish

## OCCUPATIONAL REHABILITATION AND RETURN TO WORK GUIDELINES

The Catholic Diocese of Ballarat and St. James' Parish is committed to assisting injured workers to return to work by providing a workplace based Occupational Rehabilitation/Return to Work Program for all workers. The following guidelines are aimed at ensuring that the Occupational Rehabilitation/Return to Work Program is effective, whilst acknowledging that the success of the program relies on the active participation and cooperation of the injured worker, the treating medical practitioner, the employer, and the workers compensation insurer.

The following guidelines acknowledge that in order to maintain an effective Occupational Rehabilitation/Return to Work Program, the Catholic Diocese of Ballarat and St. James' Parish will endeavour to:

- Prevent injury and illness by providing a safe, healthy and supportive work environment for all workers in accordance with our OHS policy;
- Take reasonable steps to ensure further workplace injuries are prevented;
- Ensure that Rehabilitation/Return to Work commences as soon as possible after an injury/illness, in a manner consistent with competent medical assessments;
- Focus on early intervention, active case management and workplace - based rehabilitation to enable optimal return to work outcomes;
- Support the injured worker and develop a culture where an early return to work is the normal practice and expectation;
- Take reasonable steps to provide suitable duties to the injured or ill worker, taking into account any medical restrictions;
- Ensure that injured workers (and anyone representing them) are informed of their rights in relation to workers compensation claims, including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause;
- Provide appropriate assistance to managers and supervisors to facilitate the return to work process in order to achieve sustainable return to work outcomes;
- Maintain the confidentiality of injured worker records;
- Ensure that participation in a Return to Work plan will not of itself prejudice an injured Worker.

These guidelines are not intended to create any contractual rights or entitlement outside of an employee's contract of employment, and are not intended to apply as terms of an employee's contract of employment. The Catholic Diocese of Ballarat and St. James' Parish reserve their discretion to depart from these guidelines in appropriate circumstances.

Rev Justin Driscoll  
Parish Priest  
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