



Appendix 1 — Return to Work Planning and Compliance Record

Employing entity and workplace	[Insert legal employer, location and claim number if known]
Worker, role and manager	[Insert]
Responsible local leader and return to work coordinator	[Insert names and contact details]
WorkSafe Agent and claim details (date claim was made, claim number if provided)	[Insert]
Injury, incident and reporting actions	[Date of incident; immediate care actions taken; Records from Incident Register or Register of Injuries; notifications made; notifiable-incident action if applicable]
Current capacity and evidence	[Certificate dates; hours; restrictions; likely duration of worker's incapacity / work restrictions; authority or consent]
Pre-injury employment and available alternative duties work	[Core duties; same, similar or alternative work considered]
Proposed duties, hours and goal	[Detailed duties; schedule; start date; graded increases; pre-injury goal]



Catholic Diocese of Ballarat's Return to Work Procedure

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Risk assessment and controls	[Travel; medication; treatment; manual handling; environment; psychological health; fatigue; aggravation; hierarchy of controls; responsible persons]
Consultation record – When (Date) consultation occurred and for what purpose	[with Injured Worker; support person; treating practitioner; rehabilitation provider; Agent; HEALTH AND SAFETY NOMINEE OR DIOCESAN OHS ADVISOR; labour-hire / Contractor / Subcontractor parties; views and outcomes]
Information supplied to Injured Worker – including Date and type of Information supplied	[WorkSafe information; plan copies; reporting channels; issue-resolution procedure]
Review and monitoring dates to be identified	[Review dates; coordinator and supervisor checks; triggers; changes]
Agent notifications by the return-to-work coordinator	[Return to work or earnings change; date; method; confirmation]
Issues and resolution processes activated	[Issue; attempts; agreed workplace process or Ministerial Direction; escalation]



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Confidentiality and access – what information has been shared with whom for wat purposes – was injured worker's consent gained prior to sharing their information	[Need-to-know recipients; storage location; disclosure authority]
Agreement and distribution of Return-to-Work Plan and Compliance Record	[Worker; employer representative; coordinator; dates; recipients]
Closure or transfer	[Outcome; date; Agent confirmation where relevant; outstanding controls]