

Black Diamond Drilling Service

Rehabilitation and Return to Work Plan

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1 Introduction

1.1 Purpose

The purpose of this Rehabilitation and Return to Work Plan is to inform BDD staff of the expectations regarding rehabilitation and return to work management.

1.2 Scope

This Plan applies to all workers and contractors.

2 Definitions

Workers Compensation Claim

A claim made by the Employee under the Workcover Compensation System. A Claim can be for time off and/or medical and like expenses.

Return to Work Plan

A documented program tailored to the provision of suitable duties in line with work capacity and/or restrictions as indicated by the treating medical practitioner(s). A Return to Work Plan is required if the injured or ill employee has been off work for a period exceeding state legislation. (Refer also to section 6.2.)

Return to Work Coordinator

A person assigned by the Employer to monitor and develop Return to Work Plans inside the organisation.

Rehabilitation Provider

External provider, nominated by the employer, and approved by the employee who provides assistance and/or specialist services during the Return to Work process.

3 Roles and Responsibilities

3.1 Role of the injured work

If you are injured at work you should:

- Seek first aid or medical treatment
- Notify your supervisor that you have had an injury and complete an incident report
- Tell your doctor that other (suitable) duties may be available at your workplace even if you aren't able to do your normal role
- Ask your doctor for a workers' compensation medical certificate - you need this to make a claim
- Give a copy of the workers' compensation medical certificate to your RRTWC and to WorkCover - keep a copy for your own records.

It's your responsibility to:

- Attend medical appointments that are organised by WorkCover
- Attend medical and other treatment appointments, where possible outside normal work hours
- Participate in the development of your suitable duties program
- Provide your employer with a copy your medical certificates
- Keep your RRTWC and your supervisor informed of your progress

You have the right to:

- Workers' compensation for work-related injuries accepted by WorkCover
- Choose your own doctor
- Authorise your RRTWC to contact your doctor for advice about your return to work

- The safe keeping of your personal information
- Be provided with suitable duties, where possible, to assist your return to work
- Be involved in developing a suitable duties plan
- Union representation (if wanted)
- Ask for a Q-COMP (or relevant State/Territory workers' compensation scheme) review of insurer decisions that you disagree with (reviewable decisions are listed under s540 of the Act)
- Have access to an impartial grievance mechanism (check with your RRTWC and WorkCover first as they may be able to help out).

Grievance procedure

If you are unhappy with a decision made at the workplace regarding your rehabilitation, you can raise the matter with your RRTWC. If the matter is unresolved you can ask your manager to review the decision. If you remain unhappy with the decision following internal review you can request that your WorkCover case manager becomes involved to resolve the dispute.

If either you or your employer are unhappy with a decision made by WorkCover, the decision may be reviewable with Q-COMP (or relevant State/Territory workers' compensation scheme). Strict time frames apply.

3.2 Role of Rehab and Return to work Coordinator(RRTWC)

When an injury occurs at work, your RRTWC's role is to:

- Help you complete an application for workers' compensation (if required)
- Ask you to sign an authorisation form that gives them permission to contact your doctor for guidance on your return to work
- Develop a suitable duties plan

- Remain in regular contact with you and WorkCover throughout the rehabilitation process
- Continue to monitor and upgrade your suitable duties program
- Keep your supervisor up to date with your progress
- Keep the details of your rehabilitation file confidential
- Ask for your feedback on the rehabilitation process once your claim has ended.

Your RRTWC will also educate all workers and management about workplace rehabilitation policy and procedures and ensure that this document is available for all staff.

3.3 Role of Management

When an injury occurs at work, managers and supervisors can:

- Help the rehabilitation and return to work coordinator to identify suitable duties
- Adjust rosters and workflows where possible to make sure you can participate in suitable duties
- Monitor your progress while you are on suitable duties
- Offer support and encouragement
- Explain the purpose of suitable duties to co-workers and discuss how they can support your return to work

4 Return to Work Plans

A return to work plan is a program tailored to providing the injured/ill employee with suitable duties in line with work capacity and/or restrictions as indicated by the treating medical practitioner(s) with the aim of returning the employee to their full pre-injury duties as soon as possible.

4.1 Steps in the preparation of return to work plans

Returns to Work Plans are prepared by the Return to Work coordinator, in consultation with the relevant manager and the injured/ill employee.

There are six steps in preparing Return to Work Plans:

1. Gather information about the employee's injury/illness, capacity to work subject to medical advice, assistance they may require.
2. Identify availability of appropriate suitable duties that fit the employee's capacity. These can be modified or alternative duties, for full time or part time hours, as relevant and consistent with stated capacity for work. The overall goal of the plan is to return the injured/ill employee to their full pre-injury duties as soon as possible.
3. Document the Return to Work Plan. This will include details of suitable duties and work location, support/modification in the workplace, and the review dates of the plan. Copies of the plans are to be signed by the employee and management representative, with a copy forwarded to the treating medical practitioner for information and endorsement.
4. Implement the plan, making sure the workplace has been prepared, training and instruction is available, or has been provided, and all parties are aware of the details of the plan.
5. Monitor the plan remains effective, by keeping in contact with all relevant parties.
6. Review the Return to Work Plan regularly, or at a minimum as per the time frame referenced in the plan. Ensure the plan remains in line with the medical restrictions that are in place and takes advantage of any increases of capacity as they arise.

5 Rehabilitations Providers

Where BDD has a difficulty in identifying suitable duties and developing a Return to Work Plan, an external Rehabilitation Provider may be assigned to the Workers Compensation Claim.

When BDD has determined a rehabilitation provider is necessary for a successful return to work, the employee will be given a choice of providers. If the employee has not chosen a provider within 10 days of being requested to do so a provider will be appointed to the claim by BDD.

Each site will determine BDD three preferred providers and display these providers to employees.

From time to time the insurance provider may be involved in the rehabilitation provider appointment process. If there is sufficient reason an alternative provider may be appointed if agreeable to both BDD and the employee.

6 Difficulties with Returning to Work

6.1 Employee unable to return to work

If the treating doctor indicates the injured/ill employee is unable to return to work then this will be noted on the Return to Work plan. Regular contact and meetings will be maintained to review the status of the injured/ill employee and changes to the Return to Work plan made as required and appropriate.

6.2 Employee unable to return to pre-injury duties

There are two instances where injured/ill employees cannot return to their pre-injury duties:

- If the injured/ill employee remains unable to return to their normal duties because of the injury/illness, modifications to their job may need to be permanent. If this is not possible in the long term, then consideration will be given to whether any other jobs are available and suitable for the employee.

- It is also possible the treating doctor indicates that the injured/ill employee is unlikely to recover sufficiently to allow them to return to any work at the workplace, given the duties that have been identified and available and BDD is unable to offer a suitable role.

In both these cases BDD will contact and advise our insurer.

If no suitable duties have been identified in BDD, then consideration will be given to what assistance the employee may need. All future employment options will be discussed with the employee. BDD insurer will also be advised and consulted on this process.

Referral to an appropriate and approved occupational rehabilitation provider for assistance in identifying new employment opportunities may form part of the Return to Work strategy for the employee. This may include vocational assessment and training in order to obtain new employment either within BDD or with a new employer.

6.3 Disagreement about return to work

If BDD believes that there are suitable duties able to be offered to an injured/ill employee and the employee and/or their treating doctor do not agree that these duties are suitable then a meeting will be held to attempt to resolve the issues:

- If agreement is reached, any agreed changes to the Return to Work plan need to be documented and all relevant parties informed of the changes.
- If there is still disagreement BDD will inform our insurer of the disagreement and through our insurer seek to obtain an independent medical opinion and a review the

suitability of the Return to Work plan and the modified/alternative duties identified.

6.4 Dispute about return to work

If BDD believes that the employee is not co-operating with their Return to Work process then BDD will:

- Raise its concerns with the employee
- Discuss the issues with the employee's treating doctor
- Inform BDD insurer of the issue and seek advice from the insurer

Further, BDD may:

- Refer the employee to an approved occupational rehabilitation provider for further advice
- Refer the employee to an independent medical examiner for further advice
- Use any appropriate part of the Accident Compensation Act to seek resolution to the dispute

7 Prevention of injuries

BDD will, when required engage the services of Occupational Therapists to complete worksite assessments, task modifications, functional capacity evaluations and to facilitate the safe and timely return to work following injury and/or illness.

8 References

- Accident Compensation Acts in all states and territories