



THE HUTCHINS SCHOOL

# Rehabilitation Policy

<b>Relevant legislation</b>	Work Health and Safety Act 2012 (Tas) Workers Rehabilitation and Compensation Act (Tas)
<b>Commencement date</b>	29 July 2015
<b>Last review date</b>	13 November 2024

## 1. Purpose

The primary purpose of this policy is to outline The Hutchins School's commitment to supporting staff who have suffered a work-related injury or disease, though it applies (with the exception of compensation/workers compensation) to all injuries or illnesses requiring reasonable adjustments to the employee's working conditions. The School will support and contribute to the provision of workplace rehabilitation for any employee whose ability to carry out their duties is impaired or otherwise affected by injury or disease.

This policy is intended to demonstrate a commitment to restoring employees to work in a safe and timely manner, and supporting staff through the process of rehabilitation.

## 2. Scope

This policy applies to all employees of the School. Staff are entitled to workers compensation if they suffer an injury or disease that arises out of or in the course of their employment or to which their work has contributed to a substantial degree<sup>1</sup>.

This policy applies to both work and non-work-related injuries/diseases. For non-work-related injuries/diseases, the School's primary aim is to assist employees to return to work in a safe and timely manner. Assistance for non-work-related significant injury/disease is assessed on a case-by-case basis and subject to available resources.

## 3. Objectives

The objectives of this policy are:

- to return an injured employee suffering from a disease to work as quickly and safely as possible;

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<sup>1</sup> WorkCover Tasmania 2018, Workers Compensation Handbook: The Basics

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- to ensure that support is provided to an employee who has suffered an injury or disease;
- to facilitate the provision of a Work and Health Plan or similar as soon as possible and in a manner that is consistent with medical advice;
- to provide employees with information and instruction on their rights and responsibilities regarding claims for compensation, rehabilitation and return to work; and
- to demonstrate compliance with the Workers Rehabilitation and Compensation Act, 1988.

## 4. Definitions

<b>Employee</b>	A person employed under a contract of service at The Hutchins School. For the purpose of this policy, 'employee' and 'staff' may be used interchangeably; both refer to persons contracted to the School in casual, fixed-term, part-time or full-time employment.
<b>Disease</b>	"Any ailment, disorder, defect or morbid condition, whether of sudden or gradual development" <sup>2</sup> ; and primarily those acquired in the course of an employee's work duties.
<b>Injury</b>	For the purpose of this policy, and according to the Workers Compensation and Rehabilitation Act, the term 'injury' includes: <ul style="list-style-type: none"> <li>a) "A disease; and</li> <li>b) The recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease where the employment was the major or most significant contributing factor to that recurrence, aggravation, acceleration, exacerbation or deterioration."<sup>3</sup></li> </ul>

## 5. Policy statement

The School recognises the benefits of assisting the rehabilitation and return to work of an employee who has suffered a workplace injury or disease. The School will take all necessary steps to assist our employees to stay at, or return to work following an injury or disease, in a manner consistent with medical advice.

### School responsibilities

In implementing this policy, the School will:

- commit to the principles of effective return to work for any employee suffering an injury or disease;

<sup>2</sup> Workers Compensation and Rehabilitation act 1988 (Tas), Section 3

<sup>3</sup> Ibid, Section 3.

- provide an employee suffering an injury or disease with a Return to Work Co-ordinator or Injury Management Co-ordinator (this may be an internal or external resource);
- where required, consult with an employee's treating doctor; the School's workers compensation insurer; and any other relevant parties to develop a Work Health Plan;
- maintain contact and communication with staff and/or a member of their family during absences from work due to a work-related injury or disease;
- consult with an injured or ill employee and their supervisor and (as soon as appropriate) co-ordinate an early, safe and graduated return to work, consistent with medical advice;
- wherever possible, provide modified or alternate duties, modifying the nature of the employee's work and environment to assist in return to work;
- respect the confidentiality of an employee throughout their rehabilitation and return to work;
- monitor and review Work Health Plans in close consultation with the injured or ill employee and their supervisor to help ensure the best possible outcomes for recovery and return to full pre-injury capacity; and
- seek the support and understanding of employees in achieving the goals of this policy. Participation in a Work Health Plan may not prejudice an injured employee.

## Employee responsibilities

Employees are responsible for:

- reporting any work injury/disease through the School's [Incident Register](#);
- completing the Worker's Claim for Compensation Form (provided by the Safety & Risk team);
- providing a Workers Compensation Medical Certificate from a medical practitioner to the School within specified timeframes;
- co-operating with the development of and participation in a Return to Work Plan where required;
- providing ongoing up to date medical certificates or workers compensation medical certificates if the case is compensable under the Workers Rehabilitation and Compensation Act 1998; and
- taking reasonable steps to ensure their recovery by complying with a Work Health Plan (where one is provided) including avoiding activities (both inside and outside of work hours) that may hinder the recovery process.

## 6. Supporting/related documents

[The Hutchins School Incident Register](#)

Workers Compensation and Return to Work Rehabilitation Procedure

## 7. Record keeping

This policy is to be kept for three (3) years until review except where a significant legislative or organisational change demands otherwise.

The master copy is kept on [SharePoint Online](#) in read-only PDF form. All printed copies are uncontrolled.

## 8. Policy owner

The Principal

## 9. Version Control

Version Number	Author	Purpose/Change	Date
6.1	Policy & Compliance Manager	Minor updates to text; no changes to process. Revision of existing online policy (which contained several errors and document markup).	09/08/2021
6.2	Policy & Compliance Manager	Minor changes to text for clarity and consistency with other policies. No changes to process.	11/2024