[Insert Company Logo]

**Return to Work Policy**

Supported through the SafetyCheck Application

**Purpose**

At [Insert Company Name], we are committed to supporting injured or unwell workers to safely return to work as soon as practicable. A structured and supportive return to work process helps reduce the impact of injury or illness on the worker, the team, and overall productivity.

This policy outlines how return to work will be managed and communicated, using internal systems to document plans, track progress, and maintain transparency.

**Objectives**

[Insert Company Name] is committed to:

* Providing early, appropriate support for workers recovering from injury or illness.
* Developing suitable return to work duties where possible.
* Meeting our obligations under the **Health and Safety at Work Act 2015** or **WHS Act 2011 (AUS)**.
* Maintaining open and respectful communication between the business, the worker, and medical or rehabilitation providers.

**Scope**

This policy applies to:

* All workers engaged by [Insert Company Name] who experience a **work-related or non-work-related** injury or illness that affects their ability to perform full duties.

**Return to Work Process**

1. **Initial Notification**
   * Workers must notify their manager as soon as possible if they are unable to perform their usual duties due to injury or illness.
   * Incident details (if applicable) must be reported through the SafetyCheck Incident Reporting Tool.
2. **Medical Assessment**
   * A medical certificate or suitable note from a treatment provider must be supplied, outlining any **fitness-for-work restrictions**.
   * The worker may be required to participate in an **independent medical assessment** (if needed to assess return-to-work capacity).
3. **Return to Work Planning**
   * A **Return to Work Plan** will be developed in consultation with the worker, their manager, and (if applicable) the treating provider.
   * This plan will include:
     + Adjusted or alternate duties
     + Reduced hours or modified tasks
     + Timeframes for review
     + Safety controls for any restrictions
4. **Monitoring & Review**
   * Regular check-ins will be scheduled to monitor the worker’s recovery and update the plan as required.
   * Toolbox talks or team updates will include any relevant safety guidance (while maintaining the worker’s privacy).
5. **Full Duties Resumption**
   * Once a worker is cleared by a medical professional to resume full duties, a final review will take place.
   * The return to full work status will be confirmed and supported with any additional training or safety briefings needed.

**Responsibilities**

**Workers must:**

* Notify their manager of any injury, illness, or condition that may impact their ability to work safely.
* Participate in the development and review of their Return to Work Plan.
* Follow all agreed restrictions and modified duties.
* Communicate any changes in their condition or recovery status.

**Managers will:**

* Initiate the return to work process promptly and respectfully.
* Develop suitable duties in line with medical advice.
* Maintain regular contact with the worker throughout their recovery.

**Confidentiality**

All health and return-to-work information will be handled with strict confidentiality. Access to return to work plans and medical information is restricted to authorised personnel only.

**Policy Review**

This policy will be reviewed **12 months after implementation**, and annually thereafter, to ensure its effectiveness and compliance with any legal updates or industry changes.

**Company Details**

Company Name: [Insert Company/Trading Name]

Officers/Directors: [Insert Name(s)]

Date: [Insert Date]

Signed: [Signature(s)]

Next Review Date: [Insert Date]