



STATEWIDE GROUP TRAINING (SA) INC

RETURN TO WORK POLICY

PURPOSE:

Statewide Group Training is committed to the recovery and return to work of any employee that sustains a work-related injury or illness. We will assist the employee to stay at work or make a safe return to work after an injury or illness by providing them with support and injury management.

SCOPE:

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers, full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub-contractors and work experience personnel.
- On site, off site or after-hours; work related social functions; conferences – whatever and whenever staff may be as a result of their SGT duties.

POLICY:

We recognise that a successful recovery and return to work relies on the active participation of the injured apprentice or trainee, their field officer, return to work coordinator and host employer.

As part of our continual commitment to providing a safe and durable recovery and return to work for any apprentice or trainee injured at work we shall:

- Take all necessary action to provide the injured apprentice or trainee with immediate first aid and access to appropriate medical assistance.
- Action phone reporting of an injury with our claim's agent if ongoing treatment and/or modified duties are required for the injury.
- Provide suitable duties for an injured apprentice or trainee as soon as possible and assist in the preparation of a return-to-work plan.
- Maintain close contact with the injured apprentice or trainee and their host employer during the recovery and return to work to monitor their progress and to ensure that the return-to-work process operates as smoothly as possible.
- Ensure that an injured apprentice or trainee (and anyone representing them) are aware of their rights and responsibilities.
- Communicate regularly with our claim's agent in relation to the injured apprentice or trainee's recovery and return to work.

SGT's trained Return to Work Coordinator will assist you to:

- Lodge any documentation in relation to your work injury claim.
- Provide information and assistance during your recovery and return to work.
- Assist in the identification of suitable duties and the preparation of a return-to-work plan in consultation with you, your field officer and host employer.
- Monitor your recovery and return to work until you return to your pre-injury duties.

State Legislation

- Work Health and Safety Act South Australia 2012
- Work Health and Safety Regulations South Australia 2012

APPROVED: KYM ANDERSON
OFFICER

DESIGNATION: CHIEF EXECUTIVE

APPROVAL
SIGNATURE:



DATE: 27TH MARCH 2023
