

POL-034 - Return To Work Policy

Purpose

Cornerstone Medical Recruitment (CMR) is committed to the continual improvement of workplace health and safety performance and the elimination of work-related injury and illness. We are dedicated to providing adequate resources and support to Temporary Candidates (Locums), who have suffered a work-related injury or illness, to return to work (RTW). As a provider of employment services, we recognise the importance of working with key internal and external stakeholders, including our clients, to achieve our objectives.

The purpose of this policy is to outline a structured framework and guidelines for facilitating the reintegration of Locums into the workplace following an absence due to work-related illness or injury. A work-related illness or injury is defined as a condition that arises out of or in the course of employment. In some states this includes incidents that occur travelling to and from the workplace for the sole purpose of attending a scheduled shift.

Scope

This policy applies to all Locums who represent CMR on placement to our clients.

Responsibilities

CMR is responsible for:

- Compliance with legislative requirements for worker's compensation;
- Advising workers of their responsibilities under legislation with regards to workers compensation and injury management;
- Facilitating processes to remain at work or assist with expedient return to work following injury or illness;
- Assisting with the investigation of incidents and implementing controls where applicable to reduce re-occurrence;
- Consulting with key stakeholders to ensure effective claims and injury management; and
- Maintaining confidentiality relating to worker's compensation claims, injury management and rehabilitation.

Temporary Candidates (Locums) are responsible for:

- Notifying management of any incapacity, as diagnosed by a medical practitioner (with current medical certificate) which may impact upon an individual's capacity to perform their work tasks safely and without causing or exacerbating injury or illness;

- Notifying CMR of a workplace injury as soon as practicable (within 24 hours) after the event;
- Communicating any injuries or illnesses sustained outside the workplace which impacts their ability to perform their work tasks to the standard required to the company, supported by a current medical certificate outlining details of the restrictions; and
- Participating and co-operating with the injury management process (both CMR and the Client) and making every effort to return to work.

Personal injuries or illnesses sustained outside of the workplace do not fall under safe work Australia's definition of a workplace incident. As such, whilst these injuries and any impact on ability to complete inherent requirements of the role need to be communicated to CMR, the recovery process is to be managed by the individual.

We understand that injury and illness at work has the capacity to impact greatly upon workers and their families and that the effective management of an injury will reduce the negative impacts of such injury and illness. It is with this in mind that we are committed to sustainable worker's compensation and rehabilitation management.

Return to Work Coordinator

Our RTW coordinators are Abigail Gurd and Caron Savian. They can be contacted on 1300 267 300 (option 7) or via email safety@cmr.com.au.

Coordination, Rehabilitation and Return to work:

The early assessment of whether there is a need for treatment and rehabilitation is important. Treatment and / or time off work as a result of a work-related injury may not be necessary in all cases.

If rehabilitation is required, CMR will:

- Maintain regular and effective communication with the worker during their absence to understand the diagnosis, restrictions, and guidelines for a suitable duties plan, and expected return-to-work timelines.
- Collaborate with nominated medical practitioner and insurer to understand the worker's capacity to resume work, including any restrictions or limitations supported by a current medical certificate.
- Assist in identifying suitable modified duties or accommodations in consultation with the nominated medical practitioner and the Client's workplace, that align with the worker's capabilities and health restrictions.

- Ensure that the Client provides a supportive environment for the returning worker, fostering understanding among colleagues and supervisors regarding the worker's situation, and encouraging a supportive workplace culture.
- Facilitate necessary training or guidance, in consultation with the nominated medical practitioner, to the worker and the Client to support a successful reintegration process.
- Maintain contact with the worker and the Client to monitor the worker's progress, address any concerns, and propose adjustments to the RTW plan if required.
- Keeping accurate records of the RTW process, including discussions, agreements, any accommodations provided, and ensuring compliance with relevant employment and health regulations.
- Ensuring that both the worker and the Client are aware of and comply with health and safety requirements and that the returning worker is reintegrated into a safe work environment.
- Act as an independent third party to facilitate negotiation and resolution of any issues.
- Work with the injured employee and other relevant parties to clarify any issues and resolve any dispute.

This policy does not prevent CMR from making employment decisions based on an individual's inability to perform the inherent requirements of their role due to physical or psychological incapacity, as permitted by law.

Independent Medical Examination

At any time during the RTW process we may at our sole discretion, direct you to complete an independent medical examination, where it is reasonably required to determine your capacity to perform work safely and without risk to health and safety. CMR will bear the expenses associated with this medical.

The Company reserves the right to unilaterally introduce, vary, remove, or replace this policy at any time.