

# Return to Work Program

Workers' Compensation Act 1951, as amended



## Injury Management

A Return to Work Program for injured workers must be established and maintained by employers in accordance with Section 109 of the ACT Workers Compensation Act, 1951. It must be consistent with Allianz' Injury Management Program and it must be displayed at each place of work of the workers to whom the program relates.

### Policies and Obligations.

- Promote a safe and healthy working environment to prevent injury and illness (refer Occupational Health and Safety Act, 1989).
- Display a notice summarising the requirements of making a claim for workers compensation, including Allianz' name and address and, that Workers Compensation Claim Forms are freely available from the employer when requested by a worker s178(2).
- The employer's Return to Work Program must be developed in consultation with (but is not limited to) the workers, any industrial union representing the workers and an approved rehabilitation provider s109(3&4).
- Maintain a Register of Injuries, accessible to all workers at each workplace s92(2).
- Promote early notification of all workplace injuries to ensure prompt and appropriate treatment is received.
  - Workplace injuries must be notified to Allianz within **48 hours** after becoming aware that a worker has sustained an injury at work s93(2).
- Provide prompt medical and first aid assistance, i.e. accredited First Aid Officer(s), arrange ambulance transportation (when necessary), etc.
- Employer's must participate in the establishment of a Personal Injury Plan, where a worker has sustained a significant injury and, must comply with the reasonable obligations imposed on the employer, under the Plan s97(2) & s100. For example:
  - Encourage and support the injured worker in their need to seek and attend treatment.

- Support the rehabilitation process, which is aimed at maintaining the injured worker in suitable employment or returning the worker to suitable employment s142.
  - Provide suitable duties, so far as reasonably practical, that are the same as or equivalent to the duties the worker was employed to perform s105.
  - Submit all documentation received in relation to the injured worker as soon as possible, but within **7 days** after receiving it, to Allianz for prompt action and payment of accounts s126.
- Support and regularly communicate with the injured worker.

For further information on implementing the policies of the Return to Work Program, employers are referred to Allianz' Return to Work Procedures guide.

### Return to Work Program Agreement.

The policies and procedures of the Return to Work Program are established and maintained by the employer representative in accordance with Section 109 of the ACT Workers Compensation Act, 1951. The representative for the workers is responsible for seeing to the implementation of the Return to Work Program and, liaising as a contact for the workers.

Representative \_\_\_\_\_  
(Rehabilitation/Return to Work Coordinator)

Phone Contact \_\_\_\_\_

Signature of \_\_\_\_\_

Representative \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Our Workers Compensation Insurer is**  
Allianz Australia Insurance Limited  
AFS Licence No. 2344708 ABN 15 000 122 850  
**Report ALL injuries to First Report on:**  
1300 360 595  
**Forward all ACT claims to:**  
PO Box 262 Canberra ACT 2601  
**To contact Allianz:**  
Phone: 132 664 Fax: 1300 662 184