



RTW- INJURED WORKER PACK

Injured worker pack is information for workers which assists them with understanding the injury management and return to work process. This should be given to all injured workers who require treatment and/or lose time from work.

Suitable Duties

A WorkCover certificate is required every time a worker visits the GP. The certificate should indicate whether the visit is the initial visit, a progress review or the final visit. This is noted at the top of the certificate.

The certificate will also state the following –

- Management plan – treatment, medication, tests, referrals
- Hours of work
- Specific restrictions or modifications to the workplace
- Next review date

Suitable duties should be designed around this certificate. A task analysis of each position is available to assist with determining which aspects of the job are suitable.

It is important to meet with the Supervisor, RTW Coordinator and the injured worker to agree on the suitable duties. The worker is also entitled to have a union representative/ support person present if requested.

A new plan should be drawn up after each certificate is issued and a copy sent (by fax or email) to the GP for their approval. A copy should also be given to the injured worker, CSCS RTW Coordinator and Supervisor.

Complex Cases

If there is a serious injury where a worker loses time and requires ongoing treatment or you are having difficulty with arranging suitable duties, please contact the Insurer to arrange for a Rehab Provider to assist with rehabilitation and RTW.

The Rehab provider will arrange an appointment to visit and meet with you and the injured worker together with the RTW Coordinator and Supervisor. They will also visit the workplace to see the tasks and determine duties. They will also write up the RTW plan and send a copy to you, the worker and GP for signature.

Documentation

- Always keep a copy of medical certificates, accounts, reports, referrals etc
- Notes should be made of any meetings, information appointments etc.
- All x-rays, MRI, CT Scans, referrals to specialists etc must have approval from the insurer. Contact the insurer and ask them to send approval directly to the provider and to send a copy to you.
- Initial physio appointments can be made by the worker without approval from the insurer.