



POLICY DOCUMENT – WHS RETURN TO WORK

12.16.44

Policy Name	WHS Return to Work
Policy No.	12.16.44
Version:	5
Responsible Department:	Corporate & Community Services
Last review date:	09 April 2024
Next review date:	09 April 2027
Applicable Legislation:	Local Government Act 1999 South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012 Return to Work Act 2014 Return to Work Regulations 2015
Related Policies:	WHS Hazard Management Policy Administration of the WHS Management System Policy Consultation and Communication Policy WHS Contractor Management Policy WHS Emergency Management Policy WHS Hazardous Work Policy Risk Management Policy WHS Workplace Bullying Policy
Reference:	AS/NZS ISO 45001:2018-Occupational health and safety management systems Code of Conduct for Self-Insured Employers Return to Work SA Performance Standards for Self-Insurers (PSSI) (Injury Management and WHS)

1. **OUR VISION**

City of Port Lincoln provides a safe, healthy, and rewarding work environment free of accidents, injuries and illness.

2. **OUR VALUES**

Council values safety. Everyone working in or visiting our workplaces has a right to go home safely each day to their family and friends.

Workers who are injured at the workplace have a right to support to enable them to safely return to work.

3. **OUR POLICY**

Council will make our workplaces safe and help injured workers get back to work in a fair, timely and effective way.

A systematic approach to managing workplace hazards built upon a platform of consultation and worker participation is at the core of this policy.

4. SCOPE

This policy relates to the Work Health and Safety (WHS) and Return To Work (RTW) initiatives and actions of Council. It applies to the CEO, senior management, workers, volunteers, contractors and others who may be impacted by our work.

5. OUR APPROACH

Our Council

- provides leadership and direction to our workers and others in meeting our duty of care to protect our people.
- complies with WHS and RTW laws and obligations.
- encourages the active participation of our workers and others in work health and safety matters.
- consults and communicates openly and honestly with workers and others and encourages the raising of health and safety issues or concerns without the fear of reprisal.
- applies a systematic approach to managing workplace hazards to ensure the health and safety of our workers and others who may be impacted by our work.
- provides and maintains safe plant, structures, chemicals, facilities and systems of work.
- implements organisational policies and procedures to achieve our policy commitments and contribute to positive safety and RTW outcomes.
- implements equitable return to work practices built upon the principles of early intervention, prompt and timely service and active management to improve recovery and return to work outcomes.
- provides relevant training, instruction, information and supervision to workers and others.
- maintains an effective process for reporting and resolving health and safety issues.
- uses appropriate internal and/or external expertise when required to assist with WHS and RTW issues.
- monitors, evaluates and reviews WHS and RTW action plans, targets, performance indicators and outcomes to ensure continuous improvement.
- participates as a member of the Local Government Association Workers Compensation Scheme and meets the self-insured standards.

6. OUR RESPONSIBILITIES

- The Chief Executive Officer and the Executive Team at Council ensure that the organisation has systems to meet its legal duties under WHS and RTW laws.
- The Chief Executive Officer and the Executive Team provide the necessary financial and human resources within Council to facilitate the effective management of WHS and RTW issues.
- Managers and Supervisors at Council implement WHS and RTW procedures.
- Managers and Supervisors monitor and evaluate WHS and RTW performance with a view to driving continuous improvement.
- Managers and Supervisors consult and communicate with workers and others to ensure they are meaningfully engaged in the management of WHS in their workplace.
- Managers and Supervisors provide relevant WHS training and supervision to support the safety and wellbeing of Council workers.
- Managers and Supervisors proactively engage with injured workers to promote timely and effective return to work actions.

- Workers while at work must take reasonable care for their own safety and the safety of others and must comply (so far as the person is reasonably able) with any reasonable instruction that is given by Council.

7. REVIEW

This Policy shall be reviewed by Council within three (3) years of the commencement date, or earlier if there is significant change to relevant legislation or elements of this policy that could affect WHS and/or RTW practices.

SIGNED:

Chief Executive Officer

Chairperson, WHS Committee

Date:

Date: