



OHS Training Specialists
COURTENELL Pty Ltd
as Trustee for the Vowles Family Trust
ABN 42164393628
ACN 050109281
PO Box 622, Broadway NSW 2007
Suite D Level 1, 176 Parramatta Road
Camperdown NSW 2050
train@courtenell.com.au ~ www.courtenell.com.au
Fax 02 9516 3644 ~ Phone 02 9516 1499

INTRODUCTION TO RETURN-TO-WORK COORDINATION COURSE

(A WorkCover NSW Accredited Course revised & newly released in June 2003)

Background Information

The *Workers Compensation Act* requires all employers to establish a Return-to-Work Program, detailing the policy and procedures which will be followed to help an injured employee return to work. Your Return-to-Work Coordinator can play a vital role in returning an injured employee to suitable employment as soon as is safely possible. This, in turn, will help you contain and manage the costs and impact of workplace injuries. Employers who have a Base Tariff Premium of more than \$50,000 are required by law to employ or engage a person as their Return-to-Work Coordinator and that person is required to have completed this course.

Aim

For participants to develop basic skills and knowledge in the management of workplace injuries.

Objectives

- By the end of this course, participants should be able to:
- List the main components of the Workplace Injury Management and Worker's Compensation Scheme
 - Identify the key components of a return-to-work program
 - Explain the role of the return-to-work coordinator
 - Be familiar with the role of the insurer in injury management
 - Identify key issues in working with doctors, rehabilitation and treatment providers
 - Provide basic information regarding worker entitlements
 - Develop a return to work plan
 - Identify appropriate dispute prevention and resolution strategies
 - Know where to access more information about injury management.

Content

1. Overview of injury management concepts
2. Components of an employer's return-to-work program
3. Role of the Return-to-Work Coordinator
4. Working with key players eg. doctors & rehabilitation providers
5. Role of the insurer, including insurance arrangements & claims procedures
6. Benefits for injured workers
7. Developing a return to work plan, including identifying suitable duties & case studies
8. Dispute prevention and resolution
9. WorkCover resources and further reading
10. Assessment activity

Duration 2 days