



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

## **RETURN TO WORK POLICY**

The University of Newcastle is committed to preventing work related injury and illness by providing a safe and healthy working environment.

Where an injury or illness to a staff member occurs during the course of work, the University recognises the importance of working together to return the staff member to their pre-injury activities in a safe and sustainable manner as soon as is reasonably practicable.

This will be achieved by:

- Having in place policies and guidelines for managing hazards and risks and continually improving performance.
- Implementing systems for recording, analysing and reporting work-related injuries and illnesses so that the outcome of investigations are reviewed and the closure of corrective actions are monitored.
- Providing information and instruction to University staff understand their responsibilities in relation to injury management and return to work requirements.
- Providing resources for the prompt treatment of work related injuries and illnesses when they occur.
- Implementing injury management procedures so escalation of treatment occurs promptly when required.
- Promptly informing the Workers' Compensation insurer when an injury or illness occurs to enable monitoring of injured or ill staff members' claims, and to promote the best outcome for the staff member and the University.
- Maintaining regular contact with injured or ill staff members to monitor their progress and to ensure they are receiving their entitlements and the appropriate medical assistance.
- Supporting early return to pre-injury activities through suitably designed return to work plans that provide meaningful duties and continuing support during recovery.

**Return to Work Coordinator:** Sarah Williamson, H&S Advisor Injury Management Ph: 49217720  
**Rehabilitation Provider:** IPAR Rehabilitation Pty Ltd Ph: 49033200

**Vice-Chancellor and President**