

What you need to know about Return to Work



What are the school's obligations?

Under law, employers have to follow return to work obligations:

- Plan for your employees return to work even if they have an incapacity for work
- Consult with your employee and their treating health practitioner
- Provide the employee with 52 weeks of suitable duties (where applicable)
- Appoint a Return to Work Coordinator
- Make Return to Work information available.

What is involved in return to work planning?

There are five tasks employers need to undertake to help an injured employee return to work:

- Obtain relevant information about their capacity
- Consider workplace aids, support and modifications to assist in the return to work
- Propose suitable duties
- Provide your employees with clear and accurate information
- Monitor and review your employees progress until they can make a full return to work.

Do you know how to identify suitable duties?

An employer must provide their employee with suitable employment to the extent it is reasonable to do so.

Do you know WorkSafe Victoria has a return to work inspector?

A Return to Work inspector may visit the school to assess whether you are complying with your return to work obligations.

Why should you help the injured employee return to work?

Supporting your injured employees to return to work as soon as possible is necessary to meet your legal obligations. It is good for the employee and good for your school. Return to work benefits the school because it can increase productivity and promotes a positive school.