

Return to Work Coordinators



A Return to Work Coordinator is the key person in the workplace that assists injured staff members to remain at or return to work as soon as safely possible after injury. They also assist their employer meet their return to work obligations.

Responsibilities

The responsibilities of a Return to Work Coordinator are to:

- Assist injured employees to remain at, or return to work, while they recover from a work-related injury
- Plan the employee's return to work. If the employee requires time away from work to recover, commence discussions to assist with the employee's return
- Consult with the injured employee, their treating health practitioner, occupational rehabilitation provider (if one is involved), the WorkSafe Agent and the employee's delegated representative (if applicable)
- Monitor the progress of an injured employee's recovery
- Take steps to prevent a recurrence or aggravation of the injury
- Act as a point of contact for a WorkSafe Return to Work Inspector
- Help resolve any issues or disputes related to return to work
- Undertake training as a Return to Work Coordinator

Publications

- Return to work coordinators fact sheet
- Return to work compliance codes
- The basics you need to know - Return to work coordination
- Return to Work Toolkit
- Frequently Asked Questions for Return to Work Coordinators