**Workplace Rehabilitation**

**Injured Employees:**

Reporting of Injuries and Illnesses

* Report any injury/illness to Principal/Manager as soon as possible after occurrence and in accordance with this Incident Reporting Policy.
* Notify Principal/Manager of any workplace issues that may be impacting on their health and actively try to resolve these e.g. through an Employee Complaint
* Obtain prompt appropriate medical treatment as required.
* Complete an [application for leave](https://ppr.mpe.qed.qld.gov.au/pp/employee-leave-procedure) if absent from work.
* Complete a [QSuper Income Protection Benefit Claim form](http://www.qsuper.qld.gov.au/document/IB01.pdf) if wishing to access QSuper benefits.
* Complete a WorkCover Claim Form and forward it to Manager/Principal, with a workers’ compensation Medical Certificate attached as soon as possible after obtaining medical treatment. This form needs to be lodged with WorkCover Queensland within 20 business days of an injury/illness occurring (or date first seen by a doctor for injuries that occur over a period of time).
* Provide to your Principal and Rehabilitation and Return to Work Coordinator copies of your ADO Agreement and Timesheet (showing the date of injury).

Medical Certification

* Provide medical certification (Section 10 [Industrial Relations Act 1999](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/IndustRelA99.pdf)) to Principal/Manager that states the nature of illness and approximate period of absence, for all absences due to a work related injury/illness or non-work related injury/illness that require more than 3 days absence from work
* Supply a medical certificate for less than three days of absence if subject to a process that is monitoring performance or conduct, or attendance ([Directive No. 19/05 - Sick Leave](http://www.psier.qld.gov.au/direct/docs/2005/no19-05.pdf))
* Supply a workers’ compensation Medical Certificate for all work related injuries. This certificate provides details of all medical or dental diagnoses relevant to a WorkCover claim. Ensure that WorkCover has a current medical certificate in order to keep a claim active.
* Provide a [clearance medical certificate](https://ppr.mpe.qed.qld.gov.au/attachment/cm17-medical-clearance-certificate.docx) following any work related injuries.
* Provide a [clearance medical certificate](https://ppr.mpe.qed.qld.gov.au/attachment/cm17-medical-clearance-certificate.docx) following any absences from work due to an injury/illness if requested.

General Rehabilitation

* Participate in rehabilitation by:
* cooperating with, and participating in, development of an appropriate rehabilitation program
* maintaining regular contact with Rehabilitation and Return to Work Coordinator and Manager/Principal
* ceasing any task which adversely affects health condition and report problem immediately to Manager/Principal and/or Rehabilitation and Return to Work Coordinator
* obtaining appropriate medical treatment from a doctor or health professional of their own choosing
* providing current documentation from treating medical practitioners regarding current diagnosis and capacity to safely perform work. This includes duties able to be performed, any restrictions to duties, hours able to be worked and details of any reasonable adjustments necessary.
* complying with rehabilitation program, and not undertaking activities (including those outside work hours) that could hinder recovery.
* Wherever possible make and attend all appointments related to any injury/illness outside of rostered working hours.
* participating in any referrals by Department to a rehabilitation provider.
* Attend any medical examination arranged by Department under Part 7 of Public Service Act 2008.

Non-Work Related Injuries

* Advise Rehabilitation and Return to Work Coordinators if rehabilitation services may be required.
* Before returning to work, supply a medical clearance from a treating doctor.

Release of Information

* Obtain copies of documents collected during rehabilitation process by requesting this information from Rehabilitation and Return to Work Coordinator in writing. Information requested may be provided via a treating medical practitioner if there is concern that this information may have a detrimental on employee’s health or wellbeing.

Dispute Resolution

* Raise any issues or concerns about rehabilitation program with Rehabilitation and Return to Work Coordinator or Manager/Principal.
* Raise issues that are not resolved by Rehabilitation and Return to Work Coordinator or Manager/Principal with Regional/Institute Human Resource Manager or Director, or Organisational Health Unit for Central Office employees.
* Institute normal grievance procedures as per [Managing Employee Complaints](https://ppr.mpe.qed.qld.gov.au/pp/managing-employee-complaints-procedure).
* Lodge a review with Q-COMP if aggrieved by a WorkCover Queensland decision.
* Lodge an appeal with Industrial Magistrates Court or Queensland Industrial Relations Commission if aggrieved by a Q-COMP decision.