

Health and Safety

for congregations

Workers compensation and return to work (ACT)



How this guide can help you

This guide will provide you relevant information and practical tools for managing a workers compensation claim. This guide has been developed for staff or leaders responsible coordinating the workers compensation process. This document should be read in conjunction with the incident, injury and notification guide found **here**.

In this section you will learn:

- Taking out a workers compensation policy
- Developing a return to work program
- Supporting an employee following an injury
- The role of the insurer
- Workers compensation medical certificate
- Returning to work

The practical tools you will find:

- A return to work program
- A sample personal injury plan
- ACT workers compensation summary poster

Taking out a workers compensation policy

Workers compensation can be provided to an employee to cover lost wages and treatment. You must have a workers compensation policy in ACT if you have one or more workers. Workers include any individuals who work under a contract of service. If you are unsure if you need a workers compensation policy or would like to establish a workers compensation policy, contact WTW via email: UCASynod.RTW@willistowerswatson.com. A certificate of currency will be provided as evidence of your insurance arrangements.

Return to work program

A return to work program is a formal policy that outlines general procedures for handling work related injury or illness. It represents an employer's commitment to the health, safety and recovery of staff following an incident. In the ACT you must display a return to work program. Developing a return to work program involves:

- Appointing a person responsible for developing a return to work program and for developing personal injury plan's for injured staff
- Documenting a return to work program, and displaying it where employees can access it. A sample return to work program can be accessed **here**
- Downloading and displaying the ACT workers compensation summary poster. This can be downloaded **here**





Supporting our employees

The Bible calls elders of the church to pray for anyone who is sick in the name of the Lord. We can also apply this by looking after our staff members who are ill or injured. In fact, research also consistently demonstrates that early return to work can be:

- Therapeutic and promote recovery
- Beneficial physically, socially and financially

Returning an employee to work following a work-related injury or illness is also a legal requirement.

The role of the insurer

After making a workers compensation claim, you may receive a phone call from Allianz, our workers compensation insurer. Their role is to:

- Reimburse lost wages if a person has been absent
- Make decisions on liability for things like medical expenses
- Talk to you about return to work options

Allianz can be contacted:

- By phone on 1300 130 664

Workers compensation medical certificate

A workers compensation medical certificate must be obtained if your employee is unable to complete their normal role due to an injury or illness or needs time off work. The certificate of capacity contains important information about any medical restrictions that might apply. A normal medical certificate will not be accepted by the insurer and cannot be used to claim workers compensation wages. A workers compensation medical certificate can be accessed from a medical practitioner.

Returning to work

Any restrictions on a workers compensation medical certificate must be adhered to. When an employee is unable to perform their normal duties, but has a capacity for some employment, modified or alternate duties must be considered. Modifications may include things like working from home or on reduced hours. When identifying suitable duties it is important to:

- Find duties the employee is able to perform. The certificate of capacity will include any restrictions you need to consider
- Consult with the employee when considering return to work arrangements

A personal injury plan should subsequently be developed. A personal injury plan template can be accessed [here](#). Before the employee resumes their normal role, they should also obtain a medical certificate stating they are fit for pre-injury duties. If you need additional support with the return to work process, WTW is there to support, contact UCASynod.RTW@willistowerswatson.com.

