



What is a return to work plan?

A return to work plan is a written document that outlines how an employer will help an injured worker to return to work as soon as possible, or how to help them stay at work while they recover. The plan should indicate what actions are being undertaken to improve the worker's health status and overcome any barriers identified in the claim, whilst performing suitable duties.

The return to work plan is developed by the employer, worker and nominated treating doctor.

Return to work plans are a requirement under section 52 of the *Workplace Injury Management and Workers' Compensation Act 1998*.

What is the purpose of a return to work plan?

The employer's return to work plan works hand in hand with CMI's injury management plan to assist injured workers return to work in a safe, timely and durable manner.

Together, the return to work plan and the injury management plan outline how an injured worker will progress toward a final return to work outcome. For example, it should outline a graded/gradual return to work with the final stage being a return to unrestricted, pre-injury duties.

What should be in a return to work plan?

Return to work plans must be developed in line with the worker's current SIRA Certificate of Capacity and should contain:

- the worker's name, job title and location, and supervisor's details
- agreed purpose or goal of suitable duties
- hours and days to be worked, commencement date, length of plan and review date
- duties including capacity, restrictions or specific duties to be avoided
- multiple stages which reflect how specified work tasks and treatments will improve work capacity
- arrangements to attend treatment or medical appointments
- agreement signed by the worker and employer representative.

The employer may choose (but is not obligated) to have the return to work plan signed by the treating doctor and/or a union representative if applicable.

A copy of the return to work plan should be sent to CMI within 7 days of completion.

How can Coal Mines Insurance assist?

A return to work plan template is attached and may be used to assist you with your return to work obligations.

If you have any questions or if you require further assistance with developing return to work plans, please contact your local CMI office. If required, CMI may appoint an accredited workplace rehabilitation provider to assist you with your return to work obligations.



Return to Work Plan

1. Plan overview

Plan number	<input type="text"/>	Date developed	<input type="text"/>
Worker's name	<input type="text"/>	Claim no.	<input type="text"/>
Employer	<input type="text"/>	Pre-injury position	<input type="text"/>
Work location	<input type="text"/>	Supervisor/s	<input type="text"/>

2. Capacity for work (as per current certificate of capacity)

Certificate start date	<input type="text"/>	Certificate end date	<input type="text"/>
Capacity Hours/Day	<input type="text"/>	Days/Week	<input type="text"/>
Capacity for activities	<input type="text"/>		
Comments	<input type="text"/>		

3. Return to work goals

Return to work goal	<input type="text"/>	Timeframe to achieve goal	<input type="text"/>
Plan start date	<input type="text"/>	Plan end date	<input type="text"/>
		Review date/s	<input type="text"/>

Considerations for equipment, workplace modifications or personal protective equipment

4. Duties to be performed

Stage 1

Dated from:

Dated to:

Workplace arrangements (day/hours of work and work location)

Duties

Restrictions

Treatment arrangements

Stage 2

Dated from:

Dated to:

Workplace arrangements (day/hours of work and work location)

Duties

Restrictions

Treatment arrangements

Plan completed by

Contact phone

5. Authorisations

The following parties have agreed to the above plan:

Role	Name	Signature	Date
Worker	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Treating doctor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

When complete, please FAX or EMAIL this plan to your Coal Mines Insurance Claims Management Team

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