

### **Description**

Sydney Presbytery takes seriously the responsibility of keeping staff, volunteers and any Ministry Agents of the Presbytery safe.

We are committed to ensuring the safe return to work of anyone who has been injured, or after extended absence due to sickness.

This policy seeks to guide the return to work process.

This is not a general COVID-19 focused policy. That matter was dealt with via team procedures.

### **Applicability**

This policy refers to Staff and Committee members of the Presbytery who have a documented personalised.

1. Injury Management Plan
2. Return to Work Plan or Program
3. Transitional (Suitable) Duty plan, or
4. has received or is in the process of a Worker's Compensation claim.

Team Leaders / Direct Supervisors are responsible and the key point of contact for any Staff Member this policy is applicable for.

The Executive Minister must be informed in all cases involving Staff and or Committee Members.

The Chair of a Committee Members and the Secretary of the Presbytery must be informed in any cases involving their Committee Members.

### **Policy**

The Presbytery is committed to supporting the rehabilitation and return to work anyone injured at the work place by:

1. Informing an injured person of their rights and responsibilities.
2. Commencing injury management activities as soon as possible after an injury, in a manner consistent with the injured person's medical fitness for work.
3. Working collaboratively with the Synod Insurance team, return to work specialist, Doctor and or any other key parties to provide support throughout the return to work process.

4. Ensuring that participation in a Return to Work Plan will not disadvantage an injured person.
5. Aligning a Work Plan with the insurer's injury Management Plan and the Synod HR's return to Work Plan.
6. Providing transitional (suitable) duties for an injured person.
7. Implementing strict standards of confidentiality in the management of information related to rehabilitation and return to work.

### **Non Adherence to Policy**

The Presbytery holds the responsibility of those returning to work seriously.

If you believe that the Presbytery has asked you or a person returning to work from injury to partake in a process or task outside the approved return to work plan, you should report this immediately to the Executive Minister.

Should you be found to not follow this policy the Presbytery will refer to the appropriate disciplinary policies.

The Presbytery is aware that should a person not follow their return to work plan, or guidance from a health professional, they make themselves and the Presbytery liable to further injury.

### **Document Control**

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