

Building your return to work program

Requirement one: Leadership & commitment



The purpose of this document is to support employers with completing the first of eight key components of their return to work program.

[View our 'Eight requirements for your return to work program' guide.](#)¹

Every employer in NSW must have a return to work (RTW) program that outlines how they will help workers recover at work following a work-related injury or illness.

To meet your legal obligation, the State Insurance Regulatory Authority (SIRA) has advised that your RTW program must address eight key components. **Leadership and commitment** is the first of SIRA's eight components for category 1 employers² and it involves employers detailing their commitment to fostering a healthy culture that supports recovery at work.



Definition: Category 1 employer

Category 1 employers have an average performance premium of over \$50,000 per year, are self-insured or are insured by a specialist insurer and have more than 20 employees.

As a category 1 employer, you must have a return to work coordinator whose role is to manage the return work process of an injured worker and have a tailored RTW program for your business.

Over to you

Use this template to fulfil your leadership and commitment component for your RTW program. As each organisation is unique, your RTW program must be tailored to the needs of your organisation.

Complete our [series of RTW program templates](#) to ensure you effectively and proactively support an injured worker before an injury even occurs.

Resources



View icare's full suite of RTW program templates: [icare.nsw.gov.au/rtw](https://www.icare.nsw.gov.au/rtw)

View SIRA's [guidelines for workplace return to work programs](#) (URL in footer)

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¹ www.icare.nsw.gov.au/rtw

² Category 1 is an employer with an average performance premium (APP) of more than \$50,000 and over 20 employees.

³ **SIRA's guidelines for workplace return to work programs:** <https://www.sira.nsw.gov.au/resources-library/workers-compensation-resources/publications/help-with-getting-people-back-to-work/guidelines-for-workplace-return-to-work-programs>

Requirement one: Leadership & commitment

Fill in the fields below

1. State how you are committed to helping your injured workers recover at work.

This statement should reflect your organisation's structure and working environment and include your leadership commitments.

2. Detail how your RTW program connects to your organisation's WH&S policies and procedures. (see footnote #4)

4. The RTW program must show its connection to work health and safety (WHS) policies and procedures under the NSW [Work Health and Safety Act 2011](#), [Work Health and Safety Regulation 2017](#) and where applicable the [Work Health and Safety \(Mines and Petroleum Sites\) Act 2013](#) and [Work Health and Safety \(Mines and Petroleum Sites\) Regulation 2014](#).

3. Detail how, after an injury, you will review your WHS policies and procedures to identify gaps and opportunities for improvement.

4. Detail how your RTW program will develop a positive culture that promotes recovery at work.

This statement must include:

- How you will foster positive attitudes towards workers recovering at work
- How you will promote the health benefits of good work



Want more information on return to work?

To help navigate the return to work process, we've created resources to assist employers with understanding their legal obligations and improve return to work outcomes for their injured workers.

Visit www.icare.nsw.gov.au/rtw

Print and sign name of employer

Justin

Date

Print and sign name of RTW Coordinator

Justin

Date