

Building your return to work program

Requirement two: Workplace arrangements



The purpose of this document is to support category 1 employers with completing the second 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 injured workers recover 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. **Workplace arrangements**² is the second of SIRA's eight components for category 1 employers and it asks employers to detail the roles and responsibilities of everyone involved in the RTW process, including how every employee will be notified of, and how they can access the RTW program.



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 Workplace arrangements 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 View our guide: SIRA's 8 requirements for your return to work program www.icare.nsw.gov.au/rtw
- 2 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 **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 two: Workplace arrangements

Fill in the fields below

1. **State your RTW coordinator's name and contact details or indicate where these details are located (for example, the intranet).**

Resources



View SIRA's [What is a RTW coordinator](#)

View [SIRA's return to work coordinator guide](#)

2. **Explain your RTW coordinator's role and identify their authority and resources to negotiate, develop and implement activities.**

3. Nominate an approved workplace rehabilitation provider in the RTW program.

Consult with workers and any industrial union representing them. Visit SIRA's website for a list of approved providers.¹

4. While the doctor, employer or insurer usually recommend a provider for each situation, workers must have the opportunity to refuse or request a change in provider. Outline this procedure in your RTW program, including how workers will be told of this opportunity.

Document how your organisation will:

- cooperate with the provider
- ensure the unique needs and arrangements of the workplace are understood by the provider
- ensure reasonable access to the workplace and injured workers.

¹ <https://www.sira.nsw.gov.au/information-search/rehab-provider>

5. Outline how you will consult with workers, and any industrial union representing them when developing a RTW program.

6. Detail staff communication and training about the program.

This could include induction training, toolbox talks, intranet pages, staff development and other training programs.

7. Outline monitoring, review and display arrangements, including how you'll review the RTW program every two years in consultation with workers and any union representing them.

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

Detail how you will do this.



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

Just Herold

Date

Print and sign name of RTW Coordinator

Just Herold

Date