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1. Statement

Ipswich City Council upholds the highest standards of Workplace Safety and Wellbeing. In the event of work-related injury or illness, Council is committed to providing workplace rehabilitation to support our workers with early and safe return to work.

In cases of non-work related injury or illness, workplace rehabilitation may be provided after consideration of medical advice and assessment of any restrictions associated with the non-work-related injury or illness.

2. Purpose and Principles

The intent of this directive is to describe the commitment of Council to assisting workers to achieve an early and safe return to work, in a way that will facilitate their best possible recovery. In keeping with best practice injury management, Ipswich City Council will focus on early intervention, active case management and outcomes-based rehabilitation to enable optimal return to work.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

4. Regulatory Authority

- Human Rights Act 2019 (Qld)
- Workers Compensation and Rehabilitation Act 2003 (Qld)
- Workers Compensation and Rehabilitation Regulation 2014 (Qld)
- Local Government Act 2009
- Local Government Regulation 2012

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This directive applies to all Council workers.

7. Roles and Responsibilities

The Executive Leadership Team play a key role in leading the direction of Council through promoting a culture of acceptance for workplace rehabilitation, and for ensuring workplace rehabilitation supports workers' early and safe return to work.

Injured or ill workers are required to participate in workplace rehabilitation as soon as practicable after the injury or illness, with the goal of resuming pre-injury or illness duties as soon as possible.

8. Key Stakeholders

The following will be consulted during the review process:

- Executive Leadership Team
- People and Culture Branch
- Local Government Workcare

9. Health, Wellbeing and Fitness at Work

Council recognises the many benefits of early workplace rehabilitation for injured or ill workers, including faster recovery; protection of psychological safety during the rehabilitation process; improved job and financial security, as well as benefits to the Council, including retention of skilled workers; increased productivity; positive morale and reduced workers compensation costs. Council ensures:

- Systems are in place for the rehabilitation of workers following work-related injury or illness or other adverse health effects
- Where appropriate and available, alternative duties are offered to workers who are unfit for their normal duties. Workers who are unfit for any duties are assessed at regular intervals to determine their continued unsuitability. Alternative duties or return to normal duties are encouraged as soon as it is medically possible
- Timely medical services are made available to all workers who have sustained a work-related injury, illness or other adverse health effects; and arrangements are established and maintained for the injury management and rehabilitation of workers following a work-related injury, illness or other adverse health effects.
- Workers with non-work related injury may be offered assistance to rehabilitate in the workplace on a suitable duties plan subject to a risk assessment and medical advice

10. Monitoring and Evaluation

Monitoring and evaluation measures will be as follows:

- People and Culture reviews of matters being addressed in accordance with Council Administrative Directives and procedures;
- Demonstration by the leadership team and active promotion of this administrative directive and the associated practices to workers;
- Analysis of complaints or grievances related to poor governance practices;

- Feedback from affected workers and our insurer, Local Government Workcare.

11. Definitions

Non-Work Related Injury - Any injury or illness (including physical or psychological conditions) that does not arise out of a work-specific task and has no direct relationship to work.

Suitable Duties - A plan that meets a worker's capacities, skills and experience and takes into account any medical limitations. Providing suitable duties may involve modifying duties, providing alternative duties, limiting bodily functions or changing hours.

Work Injury - This includes an injury (physical or mental), illness or disease arising out of, or in the course of, employment if the employment is a significant contributing factor.

12. Related Documents

[Workplace Health and Safety Policy](#)

[Safety Standard No 18 – Health, Wellbeing and Fitness at Work](#)

[Workplace Rehabilitation Procedure](#)

13. Administrative Directive Owner

The General Manager Corporate Services is the administrative directive owner and the Manager People and Culture is responsible for authoring and reviewing this administrative directive.