

RETURN TO WORK COORDINATOR FACT SHEET

Which employers will need to appoint a return to work coordinator?

- all employers who are self-insurers under the Act; and
- all employers who pay an annual ACT workers' compensation insurance premium of \$200,000 or more.

What do affected employers need to do?

- appoint a person to the role of Return to Work Coordinator;
- provide the appointed person's contact details to WorkSafe ACT;
- ensure the person you appoint is appropriately trained or experienced at helping injured workers stay at work while they recover, or return to duty as soon as their injuries allow.

If an affected employer fails to do these things, they may be fined up to \$75,000.

What training does the appointed return to work coordinator need to have done?

- The appointed return to work coordinator must have:
 - completed the SafeWork NSW approved training course *Introduction to return to work coordination*; **OR**
 - have relevant experience.

The training course takes 2 days to complete.

How can training be provided?

Four ACT workers' compensation insurers will offer the course free of charge to their insured employers. The training will be provided in the ACT.

The insurers will also provide training on a fee for service basis to employers that are not insured with them.

Contact details for the insurers offering training are:

Allianz Insurance - Contact: Ms Nicole Tonkin – (02) 6246 1400

CGU Insurance - Contact: Mr Alan Reid - (02) 6240 4791

QBE Insurance - Contact: Ms Maree Cummins - (02) 6201 3326

GIO Insurance - <http://www.gio.com.au/workers-compensation-insurance/workers-compensation-training-courses/introduction-rtw-co-ordination->

Employers wishing to access the free training should book a place as soon as possible. Alternatively, employers may also source their own training from any NSW approved provider.

What if the appointed person already has relevant experience?

You do not need to arrange any new training if the person you plan to appoint:

- has already completed the NSW training course; OR
- understands the ACT workers' compensation scheme and has experience:
 - assisting injured workers to remain at work, or return to work as soon as practicable following an injury;
 - assisting an employer's insurer to prepare and implement return to work or personal injury plans;
 - identifying suitable duties for injured workers;
 - working with injured workers, medical providers and insurers in relation to returning injured workers to duty.

If your appointed Return to Work Coordinator fits this description, then all you need to do is ensure that the workers' compensation regulator is notified of the person's contact details and that those details are kept up to date.

If you determine that your Return to Work Coordinator does not need to complete the training course, you should document the reasons why and keep this as a record of evidence, in the event that ACT WorkSafe seeks to verify compliance.

How to nominate a return to work coordinator

To nominate a person or persons as your return to work coordinator, please email the following details to kerry.vandelaarschot@act.gov.au:

- return to work coordinator's name;
- position held;
- workplace address;
- workplace contact phone number;
- workplace email address;
- date of appointment as return to work coordinator.

If you have any questions or wish to discuss the matter further, please do not hesitate to contact Kerry Van De Laarschot on 6205 0861 or kerry.vandelaarschot@act.gov.au