

## Policy and Procedure Register updates

Summary of changes to:

### Workplace rehabilitation procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input checked="" type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>As a part of our ongoing commitment to continuously improve our approach to workplace health, safety and wellbeing, the Department of Education completed a review of the <i>Workplace Rehabilitation Procedure</i>.</p> <p>Outcomes of this review ensure our processes remain aligned with our obligations under the <i>Work Health and Safety Act 2011</i> (Qld) and <i>Workers' Compensation and Rehabilitation Act 2003</i> (Qld) as well as associated regulations. It also supports the department's commitment to reducing red tape and simplifying administrative processes.</p> <p>Updates to the procedure will help to improve the experience for our staff and leaders, while also contributing to our focus to reduce premium and indirect costs associated with workplace injury and illness.</p>		
2. Summary of changes		
<p>The procedure has been redesigned to provide a shorter list of consolidated responsibilities and a step-by-step process for our stakeholders. A new high-level process map of the rehabilitation process has been included as a visual aid to assist stakeholder understanding. Several supporting documents in the current procedure were identified as obsolete and have been removed. Consolidating and simplifying these materials will ensure our information is clear, current and practical, enabling consistent and effective injury management across the department.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page#
Injured/ill employees	Shorter consolidated list of responsibilities.	2
Principals, managers and supervisors	Shorter consolidated list of responsibilities.	2
Rehabilitation and return to work coordinators	Shorter consolidated list of responsibilities.	3

Senior injury management consultants	Shorter consolidated list of responsibilities.	3
Regional and central office human resource teams	Shorter consolidated list of responsibilities.	3

**4. Communication and support for implementation**

Communications to staff will be distributed through Director-General messages, school Health, Safety and Wellbeing Committee packs and regional Human Resource teams.

Content in Mandatory All Staff Training, Management Foundations, and Rehabilitation and Return to Work Coordinator online courses will be updated.

**For further assistance, please contact:**

- Policy/procedure contact:  
Health, Safety and Wellbeing unit  
[injurymanagement@qed.qld.gov.au](mailto:injurymanagement@qed.qld.gov.au)

Procedure effective: 20 April 2026, version 5.0