**Workplace Rehabilitation**

**Regional Directors/TAFE Institute Directors:**

* Promote an understanding of the Department’s rehabilitation policy and procedures to all Regional/Institute employees.
* Ensure that all Regional/Institute workplaces have an accredited Rehabilitation and Return to Work Coordinator attached to them. Multiple workplaces may share a Rehabilitation and Return to Work Coordinator, however, the coordinator must be able to satisfactorily discharge their responsibilities.
* Ensure that there is a system to collect and analyse rehabilitation data and then respond to any trends identified.
* Ensure that Rehabilitation and Return to Work Coordinators and Principals/Managers within their Region/Institute are meeting their responsibilities as outlined in this procedure.
* Establish and maintain appropriate systems to enable the lodgment of WorkCover claim forms within the legislated timeframes (Section 131 – employee must lodge an application form with WorkCover within 20 business days after the entitlement to compensation arises. Section 133 – an employer must complete a report in the approved form and lodge it with WorkCover. This form must be lodged within 8 business days of the employer becoming aware of the injury) by all workplaces.
* Lodge a review with Q-COMP if aggrieved by a WorkCover Queensland decision.
* Lodge an appeal with the Industrial Magistrates Court or the Queensland Industrial Relations Commission if aggrieved by a Q-COMP decision.
* Notify Ethical Standards Unit of any accepted WorkCover claim where there is a potential breach of the Code of Conduct. i.e. Injury the result of workplace Bullying/Harassment
* Provide rehabilitation case management services to Regional/Institute employees in line with Departmental [priorities](https://ppr.qed.qld.gov.au/attachment/priorities-for-providing-rehabilitation.docx).