**Workplace Rehabilitation**

**Regional Human Resource Managers - TAFE Human Resource Managers:**

* Assist Regional Director/Institute Director to meet their responsibilities.
* Approve use of Rehabilitation Additional Allocations for school based employees within their Region.
* Consider host placement and temporary/permanent transfer issues where a request has been initiated on the basis of a workplace injury or illness.
* Undertake a risk assessment, in conjunction with a Senior Injury Management Consultant, prior to any decision to temporarily host, temporarily or permanently transfer an employee due to a work related injury or illness.
* Determine the Region’s/Institute’s capacity to provide or cease rehabilitation case management for non-compensable injuries or illnesses. (refer to the Process for further information)
* Refer potential breaches of the Code of Conduct to the Ethical Standards Unit (refer to Process for further information)
* Where operationally reasonable, make changes to a workplace location, work processes or work environment, however there may be some delays in implementing these changes e.g. no vacant positions.

Transfers

* Do not approve the permanent move or transfer of an employee until the employee has demonstrated capacity to undertake inherent requirements of their substantive position.
* If it is identified during a rehabilitation process that an employee may be permanently unable to return to a particular school or workplace but is able to perform duties of their substantive position, obtain sufficient information from a medical specialist to clarify reasons for this.
* Do not allow an employee to return to a specific school or workplace if satisfied that medical evidence supports that placing employee at school or workplace may place employee or others at significant risk of further injury/illness. Rather, identify all reasonable options for placing employee at an alternate school or workplace within same Region/Institute or transferring employee.

Independent Specialist Reviews

* Refer employees that are either absent from work, or not performing their duties satisfactorily for an independent medical assessment under Part 7 of Public Service Act 2008 if there is reasonable suspicion that the employee’s absence, or unsatisfactory performance, is caused by mental or physical illness or disability. For further details about independent medical examinations please see HLS – PR- 027 Management of Staff Independent Medical Examinations).

Ceasing Provision of Rehabilitation

* Approve that an employee with a non-work related injury or illness or no current accepted WorkCover claim will no longer be provided with rehabilitation services if employee is not fully participating in their rehabilitation as outlined in injured employee’s responsibilities, or if an assessment of potential health and safety risks for the employee or others at the workplace highlights an unacceptably high level of risk.