

# DEVELOPING EFFECTIVE RETURN TO WORK PROGRAMS

**FREE HALF DAY PROGRAM**

**Who should attend?**

HR Managers and Advisers  
Managers and Supervisors

## IMPROVING THE OUTCOMES FOR EMPLOYERS AND INJURED WORKERS...

The safe, early and durable return to work of injured workers relies on participation of the employers, workers, doctors, insurers and other health practitioners. Employers must develop and document policies and procedures to form a Return to Work Program. This workshop will provide participants with an understanding of the key principles of an effective return to work program and how to develop policies and procedures that achieve results in early return to work and rehabilitation in the workplace.

The workshop is funded and provided as part of the WorkCover NSW Assist Program 2011.

### KEY TOPICS

The workshop will outline practical methods to develop a systematic approach to dealing with the return to work of injured workers. Key Topics Include:

- Legal obligations
- How to develop a workplace RTW program, including;
  - Preventing occupational injuries and illness
  - Consulting with workers and unions
  - Early commencement of injury management and early RTW
- Providing suitable duties
- Returning to work not to disadvantage workers
- Checklist for a workplace return to work program
- Implementing RTW programs in the workforce
- Utilising the WorkCover guideline return to work program in your workplace

### OUTCOMES

Participants will gain an understanding of the benefits of documented Return to Work Programs, and how to implement effective policies and procedures for the rehabilitation of injured workers.

#### DATES & VENUES FEBRUARY – MARCH 2012

<b>NORTH SYDNEY</b>	16 February	8.30am–12.30pm	51 Walker Street, North Sydney NSW 2060
<b>ALBURY</b>	22 February	8.30am–12.30pm	Adamshurst Restaurant and Function Centre 603 David Street, Albury NSW 2640
<b>WAGGA WAGGA</b>	23 February	8.30am–12.30pm	Wagga Wagga RSL – Corner Kincaid and Dobbs Streets Wagga Wagga NSW 2650
<b>NEWCASTLE</b>	28 February	8.30am–12.30pm	Cardiff RSL – 45 Macquarie Road, Cardiff NSW 2285
<b>PENRITH</b>	29 February	8.30am–12.30pm	Nepean Shores – 6-22 Tench Avenue, Penrith NSW 2750
<b>MERRYLANDS</b>	6 March	8.30am–12.30pm	Holroyd Centre – Miller Street, Merrylands NSW 2160
<b>LIVERPOOL</b>	8 March	8.30am–12.30pm	Comfort Inn Hunts Liverpool – Bella Fonte Event Centre Cnr Hume Highway & York Street, Casula NSW 2170
<b>NEWCASTLE</b>	14 March	8.30am–12.30pm	Woody's Café and Conference Centre – 3 Woodford Place Thornton, NSW 2322
<b>WOLLONGONG</b>	15 March	8.30am–12.30pm	Villa Doro – 39- 41 Flinders Street, Wollongong NSW 2500

For further information contact: Rebecca Malone – Training and Events Coordinator  
Telephone: 02 9466 5473 Email: rebecca.malone@aigroup.asn.au

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## REGISTRATION - PLEASE TICK THE WORKSHOP YOU WISH TO ATTEND

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### PARTICIPANT/S DETAILS

Ai Group Membership No:

#### COMPANY DETAILS

COMPANY NAME

TELEPHONE

CONTACT

#### PARTICIPANT DETAILS

FIRST NAME

SURNAME

FIRST NAME

SURNAME

Please note numbers may be restricted. If you do not receive a confirmation please call the Training and Events Team.

### ALL REGISTRATIONS AND ENQUIRIES TO:

Rebecca Malone – Training and Events Coordinator  
Australian Industry Group  
PO Box 289, North Sydney NSW 2059  
Telephone: 02 9466 5473  
Facsimile: 02 9466 5432  
Email: rebecca.malone@aigroup.asn.au

### BOOK EARLY AS SEATS ARE LIMITED

Privacy Policy – The Australian Industry Group is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. The personal information disclosed by you to us will be used for the purpose of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of effecting the transaction to which it relates, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please inform the above contact. Details of our Privacy Policy are available from the contact specified on this form.