



P.O. Box 1050, Woden, ACT, 2606  
 Ph: 6281 3121 Fax: 6281 7077  
 Email: wodenecc@tpg.com.au

# STAFF REHABILITATION POLICY

## QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

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### National Quality Standard (NQS)

Quality Area 7: Leadership and Service Management		
7.1.3	<b>Roles and Responsibilities</b>	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2.3	<b>Development of Professionals</b>	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

### Introduction

Woden Early Childhood Centre (WECC) is committed to assisting educators who have sustained injury and/or illness to return to full and gainful employment.

### Purpose

WECC recognises that the benefits of helping educators stay at work or make a timely and safe return to work after an injury, and of minimising the impact of the injury on the educator and their lifestyle.

WECC will appoint Rehabilitation and Return to Work Coordinators to manage the workplace rehabilitation for educators injured in the workplace through our insurance company, Guild Insurance.

### Scope

This policy applies to children, families, staff, management and visitors of the Centre.

### Implementation

The Nominated Supervisor or Director will:

- Ensure that all activities are carried out in accordance with the Work Health and Safety Act 2011 (WHS Act), Work Health and Safety Regulation 2011 (WHS Regulation) and Codes of Practice
- Commit to ensuring that all educators have the necessary safety, risk management and job-related training and work, required by law, prior to the start of work
- Insist that educators shared responsibility and accountability with the Nominated Supervisor or Director and their colleagues in ensuring the safe wellbeing of themselves and other persons in the workplace
- Insist that educators report any unsafe, substandard acts or conditions immediately so that they can be addressed
- Communicate openly with educators and the families on health and safety and environmental issues, and contribute to the development of continuous improvement
- State categorically that WECC neither expects nor requires its educators to attempt any workplace activity that could have the potential to cause them harm.

## Related policies / documents

- *Return to work (work related injury)*

## Statutory legislation and considerations

- Work Health and Safety Act 2011 (WHS Act)
- Work Health and Safety Regulation 2011 (WHS Regulation)

## Sources and references

- <http://www.legislation.act.gov.au/sl/2005-38/default.asp>

## Authorisation

*Jennifer Hayes*  
*President*  
*2019 WECC Management Committee*