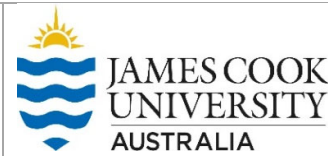


Suitable Duties Plan Guideline

WHS-PRO-GUI-006h



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1 Introduction

A Suitable Duties Plan (SDP) forms part of a workplace rehabilitation program under the WHS Health Management Policy and is required when a Staff Member has medical restrictions which prevent or limit their ability to undertake their usual work duties. The purpose of a SDP is to document the agreed temporary working arrangements.

2 Creation of a Suitable Duties Plan

SDPs are to be developed by the Injury Prevention and Management Advisor (IPaMA) in line with medical advice, and in consultation with the Staff Member, Supervisor and other relevant stakeholders. SDPs are developed in line with an approved request for reasonable adjustments or where a workers' compensation claim exists.

Step	Responsible person	Task
1	Staff Member	Provide medical advice, preferably using the Work Capabilities Form 6A or 6B, or Work Capacity Certificate if workers' compensation.
2	IPaMA, Staff Member and Supervisor and Head of Work Unit (where appropriate)	Discuss medical restrictions and identify suitable work duties.
3	IPaMA	If required, conduct worksite visit to assess work duties.
4	IPaMA	Develop SDP and distribute to the Staff Member, Supervisor and treating practitioner.
5	IPaMA, Staff Member and Supervisor	All parties are to sign the SDP and return signed copy to IPaMA.
6	IPaMA	IPaMA to obtain treating practitioners signature of approval where possible. Note: In circumstances where the SDP proposes tasks requiring capabilities that do not align with the medical advice, approval from the treating practitioners <u>must</u> be obtained prior to implementation of the SDP.

What makes a work task suitable?

Duties identified for a SDP must match the skills and capabilities of the injured Staff Member and align with medical advice. Suitable duties may not necessarily fall within the Staff Member's pre-injury role but are to be meaningful to the Staff Member and University, should optimise the Staff Member's rehabilitation and are not to place the Staff Member or others at risk. If suitable duties are identified in an alternate location, consideration must be given as to whether it is reasonable to expect the Staff Member to attend that location.

The SDP may involve changes to working hours, duties, tools and equipment etc. It is important the SDP notes the following:

- The goal of the plan;
- A list of duties and restrictions;
- The hours / days to be worked;
- Details of training required;
- Anticipated review date for the plan.

The IPaMA on behalf of JCU may engage external rehabilitation providers to assist with identification and implementation of the SDP.

Timeliness of information provision

A Staff Member who is returning to work must provide medical evidence to the IPaMA and Supervisor with at least two working days notice for SDP consultation and development to occur before returning to work. Insufficient time to consult and prepare the necessary document will impact on the readiness of the University to accommodate a return to work and may require the Staff Member to remain off work.

There may be occasions where additional time is required to consult and develop the SDP prior to return to work, this will be communicated to the Staff Member by the IPaMA. For personal injury or health conditions this will require the Staff Member to continue to submit leave.

3 Progressing a Suitable Duties Plan

Monitoring and consultation will continue between involved parties for the duration of the workplace rehabilitation program. During this time, SDPs will be updated in line with documented medical and/or functional improvements.

Step	Responsible person	Task
7	Staff Member	Provide updated medical advice at regular intervals in accordance with their treatment schedule
8	IPaMA, Staff Member and Supervisor	Discuss changes to medical advice and potential changes to work duties. SDP to be updated.
9	IPaMA	Update the SDP and distribute to the involved parties
10	IPaMA, Staff Member and Supervisor	All parties sign the SDP and return the signed copy to the IPaMA Note: In circumstances where the SDP proposes tasks requiring capabilities that do not align with the medical advice, approval from

		the treating practitioners <u>must</u> be obtained prior to implementation of the SDP.
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The review and update process continues until such time that the Staff Member returns to pre-injury duties and no further SDPs are required, or until workplace rehabilitation ceases as outlined in the WHS-PRO-006 Health Management Workplace Adjustments Procedure and WHS-PRO-007 Health Management Workers' Compensation Procedure.

4 Responsibilities

Staff Member	<ul style="list-style-type: none"> • Participate in identification of suitable duties • Participate in meetings regarding suitable duties progression • Adhere to the SDP • Provide updated medical advice • Notify the IPaMA and Supervisor of any difficulties with the plan or increase in symptoms • Submit leave for hours/days not worked (do not do this if on WorkCover).
Supervisor	<ul style="list-style-type: none"> • Participate in identification of suitable duties • Participate in meetings regarding suitable duties progression • Ensure the SDP is implemented and adhered to • Provide any additional training to the Staff Member • Ensure work tasks adhere to the SDP and medical advice • Notify the IPaMA of any difficulties with the plan or work duties • Ensure any necessary leave has been entered into MyHR Online (not for WorkCover)
IPaMA	<ul style="list-style-type: none"> • Develop the SDP in line with medical advice • Assist with identifying suitable duties • Consult with all relevant stakeholders • Monitor suitability of the SDP • Maintain copies of SDPs • Communicate WorkCover leave with HR Remuneration team

5 Communicating a Suitable Duties Plan to others

A Staff Members' injury may indirectly impact upon work colleagues through absenteeism, reduced productivity, visible signs of injury, or through the visibility of workplace adjustments. Staff Members are not required to disclose personal medical information but may choose to disclose details of their SDP if they wish to.

The benefits of communicating a SDP with team members includes:

- An understanding among colleagues of the current medical restrictions / limitations in work duties, ensuring colleagues don't inadvertently request assistance with tasks outside the SDP.
- Improved communication and role clarity among colleagues.
- An opportunity for colleagues to raise any concerns or impacts to them with their Supervisor

- The creation of a supportive environment.

Consultation between the Supervisor and Staff Member must occur prior to any disclosure of SDP details.

Personal medical information is not required to be disclosed and must be kept confidential by the Supervisor and Head of Work Unit (where appropriate).

6 Record keeping

The IPaMA will maintain the University's records as required by law.

The Staff Member and Supervisor will have received a copy through the distribution process and can contact the IPaMA for additional copies at any time.