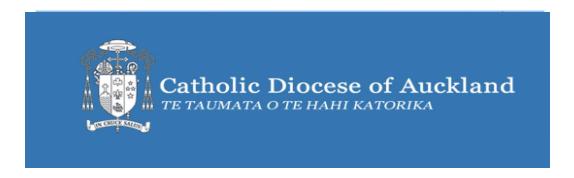The Parish is committed to preventing illness and injuries at the workplace by providing a safe and healthy workplace environment for its Workers. Injury or illness may still occur, as may off-the-job injuries. The Parish will assist Workers to recover from work and non-work-related personal injury or illness as quickly and as safely as possible.

Purpose

The purpose of this policy is to ensure that

- Injured Workers have the best opportunity for optimum recovery and rehabilitation, an early return to work and the resumption of their normal lifestyle without undue delay;
- The impact of the injury on the Worker's life and capacity to work is minimized.

Responsibilities

The Parish is responsible for:

- Ensuring that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993
- Identifying, in conjunction with the Worker, suitable alternative duties or changes to hours, where possible, to enable an early return to work for the Worker;
- Monitoring the Worker's progress towards recovery and the suitability of alternative duties, changes to hours, or limitations on normal duties;
- Ensuring that weekly compensation or sick leave entitlements are paid during periods of incapacity in accordance with the Worker's employment agreement;

- Remaining in contact, and providing support as appropriate, with a Worker who is off work for an extended period of time as a result of work-related injury, non-work related injury or illness.

Workers are responsible for:

- Notifying their manager immediately when they are injured, have a work-related or personal injury or are suffering pain/discomfort symptoms at work;
- Participating, where appropriate, in the development and implementation of an appropriate return-to-work plan which may require alternative duties and/or partial hours;

- Providing the relevant medical certificates and copies of completed ACC forms to the Parish Priest or Parish Finance Committee.

_____   _____

Parish Priest   **Date**