



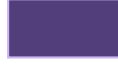




## Process Flow Chart Recovery and Return to Work (32)

055T  
(April 2025)

Task	Process	Resource	Links				
At induction include information on how to report injury / illness incidents. How to make a claim and where to receive injury management support							
Arrange training for site Return to Work Coordinator.							
Ensure all information related to injured workers is kept confidential and only accessible to authorised personnel.							
Incident entered on Donesafe							
Decision made in consultation with worker / RRTWC / Injury Management Business Partner if Early Intervention or Workers Compensation Claim							
If Early Intervention, complete paperwork and send to <a href="mailto:injurymanagement@csaim.org.au">injurymanagement@csaim.org.au</a>		002G / 003F /	<a href="#">Early Intervention Program Guidelines for Member Employers (0023G)</a>	<a href="#">Early Intervention Program Acknowledgement Form (003F)</a>	<a href="#">Early Intervention Program Employer Reporting Template (072F)</a>		
If Claim complete paperwork / obtain payroll information and send to <a href="mailto:claims@csaim.org.au">claims@csaim.org.au</a>		094F / 096F 043F	<a href="#">ReturnToWork Claim Form</a>	<a href="#">Medical Authority Form (094F)</a>	<a href="#">Maintenance Reimbursement Form (096F)</a>	<a href="#">Incident &amp; Investigation Report Form (043F)</a>	

Injured worker given information on claims and recovery & return to work				041G / 042G / 102F / 103F	<a href="#">Recovery &amp; Return to Work Brochure (041G)</a>	<a href="#">Knowing Your Rights (042G)</a>	Expenses Reimbursement Claim Form (103F)	ACCESS Programs EAP Brochure
In consultation with worker / site / treating medical practitioner / Injury Management Business Partner a recovery and return to work plan is written and implemented.				100F	<a href="#">RRTW &amp; GRTW Plan (100F)</a>			
Meeting with worker, medical practitioner and the site are organised as and when required.								
Submit Work Capacity Certificates and Invoices to <a href="mailto:claims@csaim.org.au">claims@csaim.org.au</a>								
Every Pay Cycle submit wage reimbursement forms to <a href="mailto:claims@csaim.org.au">claims@csaim.org.au</a> (if lost time injury)				096F	<a href="#">Income Maintenance Reimbursement (096F)</a>			
Claim or Early Intervention closed								