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This document contains links to Further Reading and Resources related to the October edition of Broadcast Builder.

## Instructions

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### Track 2 - Return To Work

A new [Return to Work Website](#) by WorkSafe Victoria – contains videos, case studies, fact sheets and resources.

Each State and Territory has their own workplace safety and workers compensation authority. While there are variations in legislation, regulations and procedures across the different authorities, a lot of work is being done to harmonise the legislation (make it the same throughout the country).

**One of the key differences is the terminology that they use.**

Use the links below to access documents related to your State specific Return To Work resources.

## Victorian resources

WorkSafe Victoria has a wide variety of resources available on their website. Some of them are listed below.

A new [Return to Work Website](#) by WorkSafe Victoria – contains videos, case studies, fact sheets and resources.

[Guiding you through Return to Work](#)

[Checklist for small employers](#)

[Template for developing suitable Return To Work plans](#)

[Injury Management Checklist for Builders and Building Trade Contractors](#)

[Return to Work Guide for Victorian Employers](#)

If you need further assistance to meet your RTW responsibilities, contact WorkSafe. You may also, qualify for a free consultation.

## NSW resources

WorkCover NSW has a full list of their [Workers Compensation and Injury Fact Sheets](#).

You can also find definitions and descriptions of [injury management rights and responsibilities](#) for employers and templates and guides to assist the development of documentation including:

- [Guidelines for employer Return to Work Programs](#) (policies and procedures)
- [Suitable duties summary](#) for employers and employees
- [A template for a standard Return to Work program](#)

You may find useful checklists and sample documents in the resources provided for other States. Contact WorkCover to check if they are suitable for use in NSW.

## Western Australian resources

An **Occupational Rehabilitation (OR) Program** is similar to an [Injury Management System](#) in WA.

**WA employers MUST have an Injury Management System in place, regardless of the size of their business.**

**Return To Work (RTW) Plans** in the interview are similar to [Return to Work Programs/ Plans](#) in WA.

They are developed by the employer for an individual injured worker to assist the early return to work. They are produced in consultation with the insurer, injured worker and treating doctors/rehabilitation provider.

The [Injury Management Code of Practice Guidelines](#) contains detailed information as well as templates and checklists to assist employers meet their responsibilities.

**Handy Hint** - use the [templates](#) available on the [WorkCover website](#) to make sure you meet the minimum requirements.

You can also receive assistance in the development of your RTW documentation from your insurer.

## Tasmanian resources

Unlike Victorian employers, Tasmanian employers are not required to have an Occupational Rehabilitation program at this point in time.

[A Guide to Workers Compensation in Tasmanian](#) is a detailed document that includes Return to Work rights and responsibilities. It also includes a sample Return to Work plan.

[Return to Work plans](#) are only required in TAS when an injured worker is unable to work for more than 14 days.

Detailed best practice information is contained in the [Return to Work and Injury Management Model](#).

You may find useful checklists and sample documents in the resources provided for other States. Contact WorkSafe to check if they are suitable for use in Tasmania.

## ACT resources

The information bulletin, [Workers Compensation Injury Management Process](#) contains a clear and concise summary of the rights and responsibilities of insurers, employers and employees.

WorkCover ACT also has a list of their [Information Bulletins](#) for Workers Compensation.

[The 10 Steps To Safety Tool Kit](#) contains a checklist for injury management.

You may find other useful resources and templates your insurer's website. If you use resources developed by other State authorities you can check their suitability with WorkCover.

## Queensland resources

The **Occupational Rehabilitation (OR) Program** referred to in the interview is similar to a **Rehabilitation Policy & Procedures** document in Queensland.

**Return To Work (RTW) Plans** are the same as **Suitable Duties Programs** in Queensland

Access information about workers compensation responsibilities from [Q-Comp](#).

They have developed a good [list of documents](#) about Return to Work for employers

You will also find good [tools and checklists](#) on the website.

They also have a series of [templates](#) to assist you to develop documentation.

You may find other useful resources and templates your insurer's website. If you use resources developed by other State authorities you can check their suitability with Q-Comp.

## Northern Territory specific resources

Employers in the NT do not need to develop Return to Work programs or plans.

However, they **MUST** assist with any rehabilitation program and take all reasonable steps to provide suitable employment.

The insurer is responsible for the management of the workers compensation claim. However, employers are obligated to assist the insurer.

### Further resources

## South Australian resources

The Occupational Rehabilitation (OR) program referred to in the interview is similar to a **Rehabilitation and Return to Work program** in SA.

The Return to Work Plan referred to in the interview is similar to a **Suitable Duties** document in SA.

WorkCover SA has developed a [Return to Work website](#). It contains videos and links to documentation.

They have also developed [written guidelines for employers about Return to Work](#) and an [Injury and Case Management Manual](#)

Other useful resources on the website include:

- Information on [developing Suitable Duties](#)
- The [Return to Work Inspectorate and Support Service](#)
- [Rehabilitation and Return to Work Coordinators](#) (this webpage has a list of other useful resources at the bottom of it).

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### Track 3 Fair Work Act 2009

1. Broadcast Builder has produced a [Fair Work Act Update](#) since recording the segment.
2. **Modern Awards** come into effect on the **1<sup>st</sup> January 2010** for all employers under that Fair Work Act 2009.

Since recording the October CD, the Australian Industrial Relations Commission (AIRC) has made changes to the transitional provisions to defer the introduction of new wages until mid 2010.

**Access the Modern Awards** related to your business at [Australian Industrial Relations Commission](#) website. They include the new transitional provisions.

### 3. Getting Advice from the Fair Work Ombudsman

The [Fair Work Ombudsman](#) provides advice about workplace relations. They can help you understand your workplaces rights and responsibilities.

**Contact details** – they have live chat available – save time waiting for ages on the phone, get instant advice in writing.

Web resources include [Best Practice Guides](#), [Fact Sheets](#) and [Tools](#) (templates, checklists etc.) to help you.

### 4. Fair Work for Small Business – website

The Council of Small Business of Australia, Workforce Guardian and Telstra Business present **Fair Work for Small Business** - an online one-stop-shop for education and information for small businesses on the Fair Work Act.

*Fair Work for Small Business is funded by the Australian Government.*

**The website** provides free information at your fingertips including: online webinars, email newsletters and guides.

### 5. Learn More - Participate in free webinars (online seminars)

#### **Fair Work for Small Business Webinars (until the end of November)**

Topics include: Overview - Fair Work, Compliance, Collective Bargaining and Unfair Dismissal

## 6. Other key websites

[Fair Work Australia](#) – Commonwealth Government website  
[Fair Work Online](#) - Government website

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### Track 4

#### Designing for Climate – A Think Brick Australia initiative

The **Designing for Climate** wizard can help you design ecological sustainable for the unique climatic conditions of specific locations within Australia.



Use the wizard:

- to research and download geographic specific **climate data**,
- create a **project report** that contains diagrams and graphics for your location,
- access **research papers** or
- ask questions on the **blog**
- Contact **Think Brick Australia**.

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### Track 5 – Safety Bulletin

Nail gun safety featured in this segment.

- WorkSafe has developed a **Guide for the safe use of nail guns during framing**
- **WorkSafe guidelines for the safe use of nail guns**

Drugs and alcohol in the workplace was also discussed

- WorkCover Tasmania has developed an **employer** and an **employee** guide to Stress, bullying, alcohol and other drug misuse.
- WorkCover NSW has developed a guide to **Establishing a policy to manage drugs and alcohol in the workplace**

**Posters** available from WorkCover NSW

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## **Track 6 – SPASA NSW**

You can contact SPASA NSW by visiting their website, [www.spasansw.com.au](http://www.spasansw.com.au), calling 1800 802 482 or emailing [info@spasa.org.au](mailto:info@spasa.org.au)

The information and links contained in this document were correct as of October 2009. Please advise us if any links do not work for you. Email [info@broadcastbuilder.com.au](mailto:info@broadcastbuilder.com.au)

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