

Return to Work Policy

Policy number	P014	Version	1.0
Drafted by	Secretary	Approved on	21 February 2023
Responsible person	Secretary	Scheduled review date	February 2024

OUTLINE

Radio East Gippsland has a duty of care to its employees, volunteers and members, which extends to ensuring that they are fit to return to work following accident, injury, disease or other trauma, and that other employees, volunteers and members are not adversely affected.

POLICY

Members who have contracted a serious infectious/contagious disease which is subject to a Chief Health Officer direction are to provide an appropriate medical certificate attesting to their non-infectious/contagious status before returning to work.

Members who have suffered a serious accident, injury or other trauma are to supply a medical certificate or some other form of advice which illustrates that they are fit to return to work, listing any restrictions.

PROCEDURE

Employees and non-presenter volunteers are to email their certificate or other form of advice to the Secretary and the Operations Manager.

Presenters are to email their certificate or other form of advice to the Secretary, Operations Manager and Studio Coordinator.