

This is an approved form for use under section 100 of the *Workers' Compensation and Rehabilitation Regulation 2003*. This form is to be used for the review of an employer's workplace rehabilitation policy and procedures.

Part 1 – Policy or licence particulars

WorkCover Policy Number e.g. WAB123456789	
Trading name (if applicable)	
Business address (number/street)	
Suburb/town	Postcode
Postal address (number/street (if applicable))	
Suburb/town	Postcode
Business phone	
Business email	

Part 2 – Rehabilitation & Return to Work Coordinator

I understand it is a legislative requirement that my RRTWC must be based in Queensland <input type="checkbox"/> Yes	
Employer's rehabilitation and return to work coordinator details (if more than one, please attach separate sheet). If you have outsourced the role of RRTWC please also enter details here:	
Name of RRTWC	RRTWC's Registration number

(OR)

If the company does not currently have a registered RRTWC to nominate, however a staff member has been booked to attend/or is currently undertaking the training, please provide their details below:
Name of staff member currently booked for training
Dates of the training scheduled
Registered Training Provider to be attended

Part 3 – Employer declaration

Please tick the relevant declaration:

Option 1 - Initial application for workplace rehabilitation accreditation:

In completing this form I acknowledge that the workplace rehabilitation policy and procedures developed by our organisation are in line with the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2003*.

Option 2 – Renewal of existing workplace rehabilitation accreditation:

In completing this form I acknowledge that our company has reviewed our *existing* accredited workplace rehabilitation policy and procedures, which remain in line with the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2003*.

Signature	Date
Print full name	Position

Part 4 – Certificate

Please print company name required on certificate

Privacy statement

Q-COMP, the Workers' Compensation Regulatory Authority, is collecting the information on this form to ensure a review of your workplace rehabilitation policy and procedures has been undertaken. This information is required by the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2003*. This information will be used by Q-COMP to ensure compliance by the employer with Chapter 4, Part 4 of the *Workers' Compensation and Rehabilitation Act 2003*.

Employers required to have workplace rehabilitation Accreditation

These guidelines are included to assist you in completing this form and to give you an understanding of your obligations under the *Workers' Compensation and Rehabilitation Act 2003* (the Act) and *Workers' Compensation and Rehabilitation Regulation 2003* (the Regulation).

The Act requires all employers:

- (a) For section 99C(1)(a) of the *Workers' Compensation and Rehabilitation Regulation 2003*, from 1 July 2011 the amount of wages for the preceding financial year is more than \$2.037 million.
- (b) For section 99C(1)(b) of the *Workers' Compensation and Rehabilitation Regulation 2003*, from 1 July 2011 the amount of wages for the preceding financial year is more than \$6.692 million.

to:

1. Appoint a rehabilitation and return to work coordinator, who must be in Queensland and employed under a contract (regardless of whether the contract is a contract of service); and
2. Have workplace rehabilitation policy and procedures.

High risk industries are set out in Schedule 5A of the Regulation and include the following industries – agriculture, forestry and fishing, mining, manufacturing, construction, transport and storage, health and community services, personal and other services-public order and safety services.

The threshold level of wages is indexed annually at 1 July.

Privacy statement

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More information

Website www.qcomp.com.au
Telephone 1300 361 235
E-mail rehab@qcomp.com.au
Postal Q-COMP
Education Promotion Team
PO Box 10119 Brisbane Adelaide Street Q 4000

Steps for accrediting your workplace

1. Select a registered rehabilitation and return to work coordinator or arrange training for a person selected from your staff to be a rehabilitation and return to work coordinator. The rehabilitation and return to work coordinator must be based in Queensland and be employed under a contract either as an employee or a contractor.
2. The employer is responsible for developing workplace rehabilitation policy and procedures.
3. Complete this form and send to:
rehab@qcomp.com.au
or
Q-COMP
Education Promotion Team
PO Box 10119 Brisbane Adelaide Street QLD 4000
4. Q-COMP will send you a certificate of workplace accreditation. The information contained in the workplace policy and procedures should not contain information or provisions inconsistent with the Act and Regulation.

How long does registration and accreditation last?

The registration of a workplace rehabilitation and return to work coordinator and accreditation of your workplace rehabilitation policy and procedures are each valid for three years. Registered Training Organisations (RTOs) conduct workplace rehabilitation and return to work coordinator training across the state. A current list of RTOs is available at www.qcomp.com.au.