|  |
| --- |
| 1. **Plan Number 1 - Details**
 |
| Employee: | Mr Joe Bloggs | *Job Title & Brief Description:*Casual Bar AttendantMr Bloggs is required to serve customers and serve drink / food orders as requested, receive payment and provide change, clear tables of glasses and crockery as required, operate the TAB and poker machine desk, continuously ensure a clean working environment and cleaning of glasses and monitor RSA/RCG requirements. |
| Phone: | 04NN NNN NNN |
| Employer Contact: | Ms Josephine Bloggs |
| Phone: | 04NN NNN NNN |
| Treating Doctor: | Dr Joseph R Bloggs | *Return to Work Goal* (select one): |  |
| Phone: | 02 NNNN NNNN | [x]  Return worker to their pre-injury employment with their pre-injury employer[ ]  Return worker to ‘suitable employment’ with their pre-injury employerSuitable employment role: N/A |
| Duration of this Plan | From: | 01/03/17 (suitable duties) | To: | 01/05/17 (pre-injury duties) |
| Certificate of Capacity Dates (max 28 days): | From: | 22/02/17 | To: | 30/02/17 |
| Next RTW Planning Meeting / Review Date: | 30/03/17Mr Bloggs is due to consult his NTD Dr Bloggs on this date |

|  |
| --- |
| 1. **Suitable Duties / Suitable Employment Details**
 |
| **Stage 1 commencing:** *Dates:* */     /      to**/     /* | *Duties (including location)*Boomerang Catching Hotel* Roster planning and distribution
* Invoice payment
* Banking
* Procurement
* Work health and safety risk assessment
* Coordinating various deliveries
 | *Required Capacity (from Work Capacity Certificate)** Work for up to 7.5 hours per day, 5 days per week
* Sitting / standing to alternate as required
* Frequent keying / writing
* Lifting up to 1kg
 |
| *Tasks to avoid:** Normal casual bar duties
* Lifting of deliveries
 |
| Additional Considerations: | Nil | Days | *Sun* | *Mon* | *Tue* | *Wed* | *Thu* | *Fri* | *Sat* |
| Hours | 0 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 0 |
| **Stage 2 commencing:** *Dates:* *15/03/17 to 28/03/17* | *Duties (including location)*Aspects of Bar Attendant duties including:* Customer service and making / serving of drinks and food;
* Taking payment and providing change;
* Clearing plates (up to 1 plate in each hand) and glasses (up to 2 glasses stacked at once) and placement in dishwashing tray; and
* Operation of the TAB and poker machine desk.
 | *Required Capacity (from Work Capacity Certificate)** Work for up to 7.5 hours per day, 5 days per week
* Frequent sustained standing
* Lifting up to 3kg
* Work between ankle and above head height
 |
| *Tasks to avoid:** Lifting or carrying more than one plate or 2 stacked glasses in one hand when clearing tables
* Lifting or carrying full trays of glasses either into or out of the dishwasher
* Lifting or carrying cartons of beer or wine or spirits
* Lifting anything heavier than 3kg
 |  |
| Additional Considerations: | Hours can be provided for pre-injury hours of 37.5 hours per week and will be rostered once approved by NTD to ensure appropriate assistance is available to support Mr Bloggs. | Days | *Sun* | *Mon* | *Tue* | *Wed* | *Thu* | *Fri* | *Sat* |
| Hours | TBC | TBC | TBC | TBC | TBC | TBC | TBC |
| **Proposed Upgrade** (subject to medical approval)*Dates:* *29/03/17 and continuing**/     /* | *Duties:** Customer service and making / serving of drinks and food
* Taking payment and providing change
* Plate and glass clearing and cleaning
* Operation of the TAB and poker machine desk
* Frequent tidying and cleaning of bar area
* Restocking of shelves / fridges
* Other tasks as delegated by management
 | *Required capacity:** Work for up to 7.5 hours per day, 5 days per week
* Frequent sustained standing and walking
* Frequent bending and reaching to work at all heights
* Occasional pushing and pulling up to 100kg (trolley)
* Lifting up to 15kg between ground and shoulder heights
 |
| Additional Considerations: | Mr Bloggs is a casual employee, and as such, exact hours will be rostered at a future date. | Days | *Sun* | *Mon* | *Tue* | *Wed* | *Thu* | *Fri* | *Sat* |
| Hours | TBC | TBC | TBC | TBC | TBC | TBC | TBC |

|  |  |
| --- | --- |
| 1. **Treatment During this Plan** (e.g. physiotherapy)
 | 1. **Training / Equipment / Modifications Required**
 |
| Type: | Physiotherapy | *Details:* Mr Bloggs will be provided with relevant assistance during his return to work to ensure he is able to stick to the relevant physical restrictions during his recovery. |
| Frequency *(times per week)*: | As directed by Physiotherapist (currently 3 times per week) |
| Number of treatments to date: | 2 |
| Improvements achieved: | Mr Bloggs has outlined some improvement with pain and function. |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Treating Doctor) | Dr Jospeh Bloggs | Name (Injured Worker): | Mr Joe Bloggs |
| \*Signature: |  | Date: |      /     /      | \*Signature |       | Date: |      /     /      |
| Name (Employer): | Ms Josephine Bloggs | Name (Rehab Provider): | N/A – not involved at this stage |
| \*Signature: |  | Date: |      /     /      | \*Signature: |  | Date: |      /     /      |

*\* If any party does not agree to sign the Return to Work Plan then the reason for this must be noted in the signature box above*

**Please complete this form and return to Club Employers Mutual:**

**🖃:** GPO Box 4143, SYDNEY NSW 2001

**🖂:** info@clubemployersmutual.com.au

**:** 02 8251 9495

***Copies*** *of this Return to Work Plan should be provided to the: Injured**Worker; Employer; Nominated Treating Doctor; any Treatment Providers involved; and any Rehabilitation Providers involved.*