



# We're asking you to support your employee in their recovery and return to work.

**QBE are committed to helping you meet your responsibilities when an injury at work has been reported.**



## **What can you do to help?**

- Provide us with information about their current role on the next page to help us understand how we can assist in their recovery; and
- Sign your commitment to support their recovery and return to work



## **Did you know?**

- Most people can return to work before they have fully recovered
- Returning to work improves recovery rates and reduces the risk of long-term disability and unemployment
- Work has important psychological, social, emotional and physical benefits
- You can claim wage reimbursements on accepted claims with a valid medical certificate



## **What does Recovery at Work mean?**

**The nominated treating doctor will determine the safest way for them to return to work. They may be able to do:**

- The same job with the same or different work hours
- Meaningful suitable duties within their medical ability
- A combination of these options

**We look forward to receiving your response. Please don't hesitate to call us if you wish to discuss this letter.**

Yours faithfully,

**QBE Workers Compensation Claims Team**

133 723

[mywcclaim@qbe.com](mailto:mywcclaim@qbe.com)

## Make a commitment to support your employee in their recovery and return to work

I, (name)			on behalf of (organisation)		
commit to working with (employee name)			to support their safe return to work.		
Signature				Date (dd/mm/yyyy)	
Role			Best contact (Ph)		

Note: Signing this form is in no way an admission of liability. The purpose of this form is to express support for your employee's safe return to work as their employer.

### Please fill out the form below

**We use this information to understand how we can assist in your employee's recovery.**

**Example:** Sam works as a security guard. Prior to being injured, Sam's normal duties included patrolling, repositioning cameras, filing documents, completing reports and driving. While Sam is recovering there are some duties she is unable to perform. To help Sam recover at work, her employer has provided meaningful suitable duties that are available within the workplace while she is unable to perform all of her normal duties.

### List normal duties usually performed when fit for pre-injury work

Administrative/seated duties <i>Example: completing reports</i>	
Lifting/pushing/pulling (kg) <i>Example: lifting camera units (approx. 5kg)</i>	
Driving/operating machinery <i>Example: driving a van</i>	
Bending/twisting <i>Example: repositioning cameras</i>	
Overhead lifting/reaching <i>Example: filing documents</i>	
Other duties <i>Example: patrolling</i>	

### List meaningful suitable duties you can offer while recovering

Administrative/seated duties <i>Example: answering phone calls and reviewing video footage with breaks</i>	
Lifting/pushing/pulling (kg)	
Driving/operating machinery	
Bending/twisting	
Overhead lifting/reaching <i>Example: filing documents on lower shelves only</i>	
Other duties	

**I have not provided a breakdown of normal duties and meaningful suitable duties because:**

- ☐ I have given this information already via a rehabilitation provider or in a return to work plan
- ☐ I have attached a role profile/job description
- ☐ I would like some more information on how to find meaningful suitable duties

**Email this page to [mywcclaim@qbe.com](mailto:mywcclaim@qbe.com) with the claim number as the subject line**