



Our Ref: DG2592/26

Gerard Hayes
Secretary Health Services Union
Level 2
109 Pitt St
Sydney NSW 2000

Email: secretary@hsu.asn.au

Dear Mr Hayes

Consultation on Proposed Guidelines for Management of Non-Work Related Injuries/Illnesses

Justice Health NSW is committed to fostering a safe, inclusive, and supportive workplace for all staff. In line with this commitment and consistent with the Ministry of Health's *Rehabilitation, Recovery and Return to Work* policy (PD2023_016), we have developed draft guidelines to clarify the process for managing non-work related injuries and illnesses (NWRI).

The proposed guidelines aim to:

- Provide managers and workers with a clear, consistent framework for supporting those who experience a planned or unplanned NWRI (e.g., surgery, illness, or injury).
- Ensure compliance with relevant legislation, including Work Health and Safety obligations and anti-discrimination requirements.
- Reduce workplace grievances, prevent escalation to Workers Compensation claims, and promote timely and safe return-to-work outcomes.

Key Features

- **Risk Assessment Process:** As is already occurring, Managers will conduct an initial risk assessment when notified of an NWRI that may impact a staff member's ability to perform their role. This may include seeking medical information (with consent) or expert advice and developing a tailored return-to-work plan. This risk assessment will also consider psycho-social factors.
- **Resources and Support:** A suite of tools and templates will be provided, including risk assessment forms, capability assessments, and return-to-work planning guides. Human Resource Business Partners will offer education, coaching and advice throughout the process.
- **Person-Centred Approach:** The guidelines adopt a trauma-informed and culturally safe approach, respecting diverse backgrounds and individual circumstances, including Aboriginal and Torres Strait Islander peoples and CALD communities.

Justice Health and Forensic Mental Health Network
ABN 70 194 595 506

PO Box 150 Matraville NSW 2036
Tel: 02 9700 3000 Fax 02 9700 3744
Website www.justicehealth.nsw.gov.au

Benefits

Implementation is expected to:

- Improve transparency and consistency in managing NWRI cases.
- Reduce discrimination complaints and workplace disputes.
- Enhance manager capability and confidence through education and standardised processes.
- Support Justice Health's Strategic Outcome 4: *Our staff are engaged, perform at their best and are proud to work in an inclusive, respectful workplace.*

Consultation

We recognise the importance of collaboration and invite your feedback on the draft guidelines and supporting resources. Your input will help ensure the process is fair, practical, and aligned with the needs of our workforce.

Please provide your comments by **Close of business 30 January 2026** to richard.perin@health.nsw.gov.au . If you would like to discuss the guidelines in detail, we are happy to arrange a meeting at your convenience.

Thank you for your ongoing partnership in creating a safe and supportive workplace.

Kind regards,



Richard Perin

Associate Director, Workplace Relations
Justice Health NSW

14th January 2026

Attachments :

- Authority & Consent for the Collection & Release of Personal and Health Information - NWRI process - September 2025 – Draft
- Draft process document NWRI - September 2025
- IME Fact Sheet - NWRI process - September 2025 – Draft
- Process Overview Factsheet - NWRI process - Draft - September 2025
- Reasonable Adjustment Fact Sheet - NSWRI Process - Draft - September 2025
- Risk Assessment Form NWRI - NWRI process - September 2025 – Draft
- RTW Plan template - NWRI process - September 2025 – Draft