

Graduated return to work schedule - example

Stage	Start Date	Days/Hours	Work activities	Considerations/Restrictions	Treatment
1	10/3/2025	3 days/week 4 hours/day	- Benchwork in tool shop - General cleaning duties - Stocktake	- No lifting over 5kg - Sit/stand workstation - unable to drive truck	Physio - Mon and Wed Hydro - Friday
2	24/3/2025	4 days/week 6 hours/day	- Benchwork in tool shop - General cleaning duties - Stocktake	- No lifting over 5kg - Sit/stand workstation - unable to drive truck	Physio - Mon and Wed Hydro - Friday
3	7/4/2025	5 days/week 8 hours/day	- local delivery driving - yard duties - workshop duties	No lifting over 10kg - Sit/stand workstation - no long-distance driving for longer than 1 hour	Physio – every second Monday
4	28/4/2025	Full days/hours	Trial of full duties	No lifting over 20kg	Home exercise and gym strengthening program

Description & Guidance – Graduated Return to Work Schedule

This Graduated Return to Work Schedule is a practical tool for employers and Return to Work Coordinators to monitor and support a worker's progress as they resume duties following a work-related injury or illness. This is particularly helpful in the absence of a formal recovery and return to work plan or provider developed Graduated Return to Work Schedule, which is often the case when a worker has a medical expenses only claim and a mobile Claims Manager has not been allocated.

The Graduated Return to Work Schedule can be shared with all members of the worker's support team, including their Manager, treating doctor and allied health providers. It outlines a staged approach to returning to work, ensuring that duties and hours align with the worker's current medical capacity

The Graduated Return to Work Schedule should be developed in consultation with the workers treating doctor and relevant allied health professionals to ensure it is safe, appropriate and tailored to the worker's recovery needs. The treating doctor may also reference the Graduated Return to Work Schedule on the Work Capacity Certificate - for example, when approving a transition to a new stage increased capacity (e.g. "Stage 3").