



Rehabilitation (Return to Work) Policy

W. F. O'Brien Pty Ltd is committed to preventing occupational injury and illness by providing a safe work environment and actively managing work health and safety in consultation with employees.

Risk management and continuous improvement approaches aim to achieve early reporting of hazards, injuries and symptoms or signs of illness and disease. In the event of a work related injury or illness W. F. O'Brien Pty Ltd is committed to early intervention and rehabilitation to optimize employee recovery, facilitate an early return to pre- injury duties and functional independence to minimise adverse social and economic consequences.

W. F. O'Brien Pty Ltd rehabilitation and injury management policy, developed in consultation with employees, recognises that W. F. O'Brien Pty Ltd, injured employees and treating health providers share responsibility in ensuring early and effective treatment, care, management and recovery of employees who sustain a work-related injury or illness.

Specifically, the Rehabilitation (Return to Work) Policy is that:

- All practicable actions required to maintain injured or ill employees at work or assist in their return to work and functional independence are commenced as soon as possible in a manner consistent with medical advice; and
- Any employees with a work-related injury or illness are returned to work and their normal duties in the shortest possible time, provided it is safe and practicable to do so.

In the event that the injured or ill employee's cannot immediately return to their normal duty:

- Employees will be returned temporarily to suitable restricted or alternative duties that do not jeopardise their recovery and wellbeing or if necessary considered for long term redeployment

All employees are expected to assist and co-operate in ensuring this policy is followed.

Our commitment to this policy means that:

- The Rehabilitation Policy, supporting Rehabilitation Program and the identity of Rehabilitation/Return to Work Coordinators will be communicated to employees and relevant site-specific information posted.
- W. F. O'Brien Pty Ltd will promote supportive work environments to facilitate employee return to work plans
- Early reporting and intervention will occur to enable employees to remain at work, if appropriate
- Remaining at or returning to work as soon as is safely possible after injury or illness, is a normal workplace practice and the joint expectation of managers and employees
- Suitable duties that do not jeopardise employee wellbeing or recovery will be provided whenever practicable as part of the return to work program
- Employees will be consulted and are expected to fully cooperate with their own return to works plan
- Every effort will be made to identify and provide suitable duties for injured employees irrespective of the severity of the injury and/or whether time is lost
- A structured return to work plan with time frames and consistent with medical advice will be developed for injured or ill employees as soon as it is indicated that an absence of 5 or more days is likely
- Regular review of return to work activities and plans will occur in consultation with the employee and treating practitioners to identify and resolve any problems and promote progress to full recovery
- The privacy and confidentiality of employees' information – verbal and written – during any return to work or occupational rehabilitation program will be respected and maintained
- Participation in a return to work program will not, of itself, prejudice or disadvantage any employee
- The Rehabilitation program will be monitored and regularly reviewed to promote efficient and effective return to work and claims management, ensure high standards of performance by service providers and ongoing legislative compliance and to meet the needs and expectations of all parties
- Risk management processes will be implemented in accordance with the Work Health and Safety Policy with the aim of providing a safe and healthy work environment and adequate systems for controlling hazards, minimizing risks and preventing injury and illness; and

- W. F. O'Brien Pty Ltd will comply with and implement Accidental Compensation and Rehabilitation legislation and Employee Awards and Enterprise Bargaining or Workplace Agreements.

Matt Hancock

W. F. O'Brien Pty Ltd