



## EMPLOYEE REHABILITATION POLICY

Hardings Hotmix recognises its responsibilities under the *Workers Rehabilitation and Compensation Act 1988* and is committed to providing a structured workplace-based rehabilitation and return to work program which meets legislative requirements.

The rehabilitation program will commence as soon as practical following a work-related injury or as soon as medical advice allows. The Return to Work Coordinator in consultation with the injured employee and medical practitioner will develop a return to work program with the aim to return the injured employee to work in a safe and timely manner, with the objective to have an early resumption of pre-injury duties.

We achieve this by:

- Adhering to the requirements outlined in the *Worker Rehabilitation and Compensation Act 1988*, including displaying within the workplace information on the Act.
- Maintaining Workers Compensation Insurance, relevant to the size and scope of the company, with a licensed insurer.
- Appointing a Return to Work Coordinator from within Hardings Hotmix to oversee the workplace-based rehabilitation program.
- Ensuring the occupational rehabilitation process is started as soon as possible after an injury or illness, in a manner consistent with medical advice.
- Establishing a systematic approach to occupational rehabilitation through the implementation of an Employee Compensation and Rehabilitation procedure.
- Consulting with the injured employee when selecting the medical practitioner and the rehabilitation service provider that will be used to facilitate the employee's rehabilitation.
- Engaging the services of an accredited medical practitioner, rehabilitation provider or another health professional, in accordance with level of injury.
- Enabling the injured employee to attend any and all follow up appointments with medical practitioners, rehabilitation providers and other health professionals when and where required.
- Providing suitable work duties where possible for an injured employee, recognising the importance of getting back to work as part of the rehabilitation process. And ensuring the work allocated is safe for the employee to perform without aggravating or impeding their healing.
- Ensuring the participation in a rehabilitation program will not be detrimental to the injured employee.
- Reviewing the return-to-work plan or injury management plan as time progresses, with the injured employee to ensure it is working effectively.
- Maintaining accurate and up to date records of rehabilitation and return-to-work plan and injury management plan and ensure confidentiality of all information.
- Implement actions with the aim to maximise the efficiency and effectiveness of the rehabilitation process and to return the employee to their pre-injury duties as early as possible.

A handwritten signature in black ink, appearing to read "Nic Broomhall".

Nic Broomhall  
Chief Executive Officer

HHIMS-POL002	Employee Rehabilitation Policy	Version: 11	Page 1 of 1
Approved: 20 July 2021		Review Due: July 2023	