



RETURN TO WORK PROGRAM FOR STAFF

This document outlines Impact Executive Solutions Pty Ltd policy and procedures for employees injured at the work place.

1. Rehabilitation Policy

- 1.1. Impact Executive Solutions is committed to the prevention of injury and illness through providing a safe and healthy working environment.
- 1.2. Impact Executive Solutions is committed to Occupational Rehabilitation activities commencing as soon as possible after injury and that every effort is made to provide suitable and meaningful duties consistent with the nature of the injury/illness, after seeking appropriate medical judgment.
- 1.3. To provide support throughout the rehabilitation process to minimize the effects of the injury and ensure that an early return to work is normal practice and expectation.
- 1.4. To provide suitable duties/employment for an injured employee as soon as is safely possible as an integral part of the rehabilitation process.
- 1.5. To consult with employees and where applicable any union representing them to ensure that our rehabilitation program operates effectively.
- 1.6. To ensure that participation in a rehabilitation program will not, of itself, prejudices an injured employee.
- 1.7. To ensure that all records are maintained in a manner consistent with WorkCover's Guidelines on confidentiality.

2. Procedures for action when an Injury occurs

- 2.1. It is the employee's responsibility to notify their Supervisor / Impact Executive Solutions of any injury as soon as practicable and this shall then be recorded in an injury register. Once the injury is notified Supervisor / Impact Executive Solutions will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible and will conduct an investigation to prevent a recurrence.
- 2.2. Impact Executive Solutions will notify the insurer within 48 hours after becoming aware that a worker has received a workplace injury that seems to be significant injury or within 7 days if the injury is not significant.
- 2.3. The designated Rehabilitation coordinator will ensure that the injured worker receives appropriate and timely rehabilitation. This will include ensuring the injured worker attends their treating medical officer and obtains a Rehabilitation Medical Certificate and receives the necessary forms to complete their workers compensation claim. The Rehabilitation Co-ordinator will maintain a case file and protect the confidentiality of the information on this file.
- 2.4. When an injured employee is, according to medical judgment, capable of returning to work, an individual rehabilitation plan will be developed

including suitable duties which will be identified after consultation with relevant parties and specified in writing. Appropriate assistance will be given to a worker who is unable to return to pre-injury duties. Impact Executive Solutions will support and encourage the injured worker at all times whilst they are undergoing rehabilitation.

- 2.5. The following Rehabilitation Provider is available to assist when required in the rehabilitation of those employees who suffer a workplace injury or illness – Hilda Makhoul, Rehabilitation Injury Management, 02 9633 9933.

Injured employees will, however, retain the right to nominate an accredited provider of their own choice.

3. Consultation

- 3.1. Employees will be informed of their rights and responsibilities and of Impact Executive Solutions policies on rehabilitation.

4. Disputes

- 4.1. Impact Executive Solutions accepts the need to consult with employees and any union representing them on disputes. Contact WorkCover Information Centre (PH 13 10 50) for assistance if unresolved.

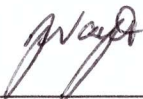
5. Relevant Legislation

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Workers Compensation Act 1987

EFFECTIVE DATE June 2010

NEXT REVIEW DATE July 2016

AUTHORISATION



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