



Instant Hire Pty Ltd

Rehabilitation Policy

1.0 Rehabilitation Policy

It is the policy of the Company to ensure the process of Rehabilitation is undertaken to restore a person to the highest possible level of function following a work-related injury or illness in accordance with the Workplace Injury Management & Workers Compensation Act 1998.

The Company's goal is to rehabilitate and return the injured worker to the workplace as soon as it is appropriate.

The Company's insurance company is "Alliance Insurance".

The Company's Accredited Rehabilitation provider is the Ingleburn Medical Centre located at Ingleburn. NSW. Phone 98292900

The Company's Rehabilitation Co – Ordinator is Alan Edgerton and can be contacted at Head Office on 0296054433

1.1 Aim of Rehabilitation Policy

- It is the aim of Instant Hire Pty. Ltd, to prevent occupational illness or injury by providing a safe and healthy working environment for all employees; and
- To ensure that a return to work as soon as possible after any injury or illness is a normal practise and expectation.

1.2 Objective of Rehabilitation Policy

- To ensure that occupational rehabilitation by accredited rehabilitation providers is provided for injured employees who are expected to be off work for more than a short period is commenced as soon as possible, in a manner consistent with medical judgement.

1.3 Obligations Under the Rehabilitation Policy

1.3.1 Employer Obligations

- To have in place a Rehabilitation program and appoint a Rehabilitation Co-ordinator who has the support of management and workers in that role.
- To assist injured or ill employees to return to suitable and meaningful/productive work where possible, and as soon as safely possible, as an integral part of the rehabilitation process.
- To consult with employees, and where applicable their representative, to ensure that a mutually satisfying rehabilitation program undertaken works effectively.

- To inform employees of their rights under the Workplace Injury Management & Workers Compensation Act 1998 and associated guidelines, notably:
- Right of choice of doctor and rehabilitation provider.
- Written permission sought by the Rehabilitation Co-ordinator from the injured worker before consulting the appointed doctor about the workers situation.
- Access to interpreter services where necessary for Rehabilitation programs only.
- No dismissal within six months of injury, solely or principally because of that injury, unless medically judged to be permanently unfit to return to that position.

Rehabilitation programs will be organised on behalf of the injured worker by the appointed Rehabilitation Co-ordinator.

1.3.2 Employee Obligations

- Be committed to the prevention of accidents and injuries at work in line with the Occupational Health and Safety Act, 2000.
- In the event of accident or injury in the workplace to oneself or a fellow worker undertake proper assistance procedures to the victim and notify the Supervisor or management, standby to receive further instruction from the Supervisor. Undertake those instructions to the best of their ability.
- Co-operate with reasonable workplace changes designed to assist rehabilitation of fellow workers. e.g. acceptance of minor changes to personal duties without penalty to existing remuneration standards.
- Be educated as to the identity of the appointed Rehabilitation Coordinator within the Company.
- Notify the Rehabilitation Coordinator or the appropriate employer representative of any injury as soon as possible.
- Recognise that while rehabilitation programs are voluntary, refusal to take part could result in reduced weekly benefits.
- Attend the Company's consulting physician at the request of the Rehabilitation Co-ordinator to further assist the rehabilitation process.

1.4 Policy Commitment

Where possible the Company will undertake to ensure that the rehabilitation process of an injured worker will not prejudice the job security, promotion prospects, or workers compensation benefits of that worker.

The appointed Rehabilitation Co-ordinator takes responsibility for ensuring that the injured person gets necessary first aid and if required gets to see their doctor as soon as possible.

After the accident and the injured worker has received appropriate first aid and medical care, the co-ordinator will seek advice about how the workplace can assist the injured worker and determine what arrangements are necessary for a return to work, according to the workers needs.

When it is advised that the injured worker shall not make a speedy return to work, the Rehabilitation Co-ordinator shall seek advise about accredited occupational rehabilitation care by calling one of the following:

- The company's choice of accredited rehabilitation provider.
- An accredited rehabilitation provider nominated by the injured worker.
- WorkCover Authority Rehabilitation Hot line.

1.5 Rehabilitation Role Statements

1.5.1 Rehabilitation Co-ordinator

This person is a delegate appointed by the Safety Committee comprising of employers and employees.

Their duties include:

- Making and maintaining contact with the injured worker as soon as possible after the accident.
- If a fatality occurs notify police that there has been an accident causing fatality or serious injury to a worker and submit to them the requested information regarding the accident (within 24 hours).
- Ensuring that the worker has access to relevant information and resources regarding the future handling of his injury and employment.
- Obtaining from the workers supervisor and or witness, a completed accident report form.
- Liaise with health care professionals and accredited rehabilitation providers to establish the best course of action to maximise the workers recovery potential
- Develop up-to-date records of the workers progress through recovery whilst maintaining the workers right to confidentiality and compassion.

1.5.2 Doctors

The company has a preferred doctor, and will willingly obtain the services of that doctor, subject to availability. The Company will attempt to obtain the services of the injured worker's nominated doctor, subject to availability.

The Company has the right to seek the medical opinion of their preferred doctor, regardless of the injured worker's choice of doctor.

The injured workers have the right to use their own doctor.

1.5.3 Managers & Supervisors

These people have a vital role to play in the rehabilitation of the injured worker as they may at some stage be responsible for the compassionate supervision of the worker once they have returned to duties of some kind.

Their responsibilities include:

- Responsible supervision of all workers under their control to minimise the risk of injury
- Where appropriate create a diagram of the site at the beginning of each new job and keep it as a record of site progress. Also, keep a record of hazardous substances that enter and leave the site.
- Conduct random safety inspections on site to determine that the site is being kept in a safe manner.
- Conduct random assessments of personnel to determine their level of adherence to company OH & S policies.
- Notification of the Rehabilitation Co-ordinator as soon as an accident occurs involving injury or illness to a worker.
- Complete an accident report form as the supervisor of the injured worker. If also a witness, complete a witness's accident report form.
- As the Supervisor, obtain completed accident report forms from all witnesses and ensure their prompt delivery to the Rehabilitation Co-ordinator within 24 hours.
- Maintain contact with the injured worker and encourage fellow workers to do likewise.
- Be aware of the requirements of the injured person as they return to work, liaise with management to find suitable duties for them and assist them in these duties.
- Make fellow workers aware of the injured persons return and temporary needs in the workplace and make necessary and reasonable adjustments.
- Compassionately and responsibly monitor the progress of the rehabilitated worker and assist management to fine tune the program of rehabilitation.

1.5.4 Employees

- Adhere to all Company OHS&R policies and procedures, and encourage fellow employees to do likewise.
- As a witness to any accident or near accident, they must fill out an accident report form available from the Supervisor .
- Fellow employees should be reassured that the returning worker is not a safety hazard.

- They should be encouraged to assist the returning worker without allowing them to feel incompetent or redundant.
- Fellow workers should be reassured that the rehabilitation process will not effect the security of their own employment and duties, but that their assistance will have a remarkably positive effect of the rehabilitation process and hence the return of a normal working environment.

1.5.5 Injured Workers

Injured workers are actively encouraged to participate in devising an action plan of treatment and rehabilitation to minimise their absence from productive duties with the Company. They should be seen to participate in this process.

They should assist this process by:

- Consulting with their medical practitioner or rehabilitation provider to create a 'return-to-work program'.
- Ask their medical practitioner to complete a 'Suitable work capabilities advise'. This should be done between the medical practitioner and the Rehabilitation Co-ordinator. The Co-ordinator must seek the injured worker's written consent to contact his doctor.
- Maintain communication with their practitioner and their Rehabilitation Co-ordinator and supply honest information as to their health progress.
- Advise their treating Doctor to provide information to the Company Rehabilitation Co-ordinator, providers and the company's preferred Doctors to assist in the rehabilitation process.

1.6 Alternate Duties

When and if the injured worker is deemed medically fit for a partial return to work, the Rehabilitation Co-ordinator will endeavour to find suitable light duties. This will take place in consultation with the injured worker's nominated doctor, the Company's preferred doctor and the injured employee's supervisor.

Suitable duties may mean a change in job or hours and where retraining is necessary, it will be provided. These alternate duties must:

- offer a graded return to previous status of employment if possible.
- be meaningful and productive to the Company.
- be approved by the rehabilitation provider and the treating doctor.

Before a return to work takes place there must be a plan drawn up and signed that clearly states:

- the goal of the plan
- medical restrictions
- the job and it's list of duties

- the hours to be worked
- remuneration to be paid
- the expected time frame for the program before normal duties resume.

1.7 Remuneration

1.7.1 Work Related Injury

If a worker is deemed medically fit for a partial return to work then the Company shall pay normal remuneration for the hours worked.

Worker's Compensation payments will make up the balance of the remuneration lost by absence from work.

If deemed unfit for work then Worker's Compensation benefits will be made available.

1.7.2 Non-Work Related Injury

If a worker is deemed medically fit for a partial return to work then the Company shall pay normal remuneration for the hours worked, subject to the availability of suitable work and the workers aptitude.

If deemed unfit for work then sickness benefits will be made available to the industry award level.

Employees affected by a non-work related injury can, if they feel that their employment status is in jeopardy, seek help from the Company's approved rehabilitation provider, free of charge.

The Company actively encourages the purchase of health insurance and income protection policies.