



Rehabilitation Policy Statement

IPCQ Pty Ltd is committed to providing and maintaining a safe and healthy working environment for all employees, visitors and members of the public.

It is company policy to support and implement the concepts of Occupational Rehabilitation. It is the goal of IPCQ to prevent injury and illness by providing a safe and healthy working environment for all staff members. We recognise that the Workers' Compensation and Rehabilitation Act and Regulation provide the legislative support for workplace rehabilitation activities.

Our objective is to assist an injured employee to return to the workplace as soon as the medical opinion agrees it is possible. Specifically, we will assist an injured employee to remain at work or return to work at the earliest opportunity by:

- Developing a plan that supports the employee throughout their recovery and return to work;
- Providing a Suitable Duties Program with modified duties where the employee is unable to undertake their normal duties; or
- Providing Suitable Duties Program with alternate duties where the employee is unable to undertake any part of their normal duties;
- Ensuring the employee has access to suitable treatment to assist them in their recovery; and
- Appointing a Return to Work Coordinator (RRTWC) to facilitate their return to work and rehabilitation.

The RRTWC will liaise with the injured/ill worker, their supervisor and treating doctor or other practitioners with the aim of developing a plan that is safe and sustainable.

Managers of injured employees are required to support the injured worker, supervisor and RRTWC in the return to work process.

To enable IPCQ to assist injured employees with their recovery and return to work, injured employees are required to:

- Notify their Supervisor or the RRTWC as soon as they become aware of an injury;
- Participate in return to work programs including the development of a Suitable Duties Program;
- Work in accordance with their developed Suitable Duties Program and other return to work programs.

Any employee who disagrees with decisions made in relation to their rehabilitation and including their Suitable Duties program is entitled to seek a review of the decisions by IPCQ Directors

IPCQ will review this policy annually in conjunction with legislative requirements and consultation with its employees.

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Date

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