

Purpose

The purpose of this policy is to provide a framework for the successful return to work for employees suffering from work-related injury or illness.

Responsibility

Workers are required to:

- notify their manager of any injury as soon as is practicable and complete an Incident Report;
- make reasonable efforts to actively participate and cooperate with the company in planning their return to work;
- actively use an occupational rehabilitation service and cooperate with the provider of that service;
- actively participate and cooperate in any assessment of:
 - a) the worker's capacity to work;
 - b) rehabilitation progress; and
 - c) future employment prospects;
- make reasonable efforts to return to work in suitable employment or their pre-injury employment; and
- participate in any interview for the purpose of enhancing the worker's opportunity to return to work.

Note: if the worker fails to comply with these responsibilities, the Company may end their compensation benefits.

The Company will, to the extent that it is reasonable to do so:

- provide to the worker:
 - a. suitable employment, taking into account the capacity of the worker as a result of the injury; and
 - b. pre-injury employment, if the worker no longer has an incapacity to work;
- plan the worker's return to work by:
 - a. obtaining relevant information about the worker's capacity to work;
 - b. considering reasonable workplace support, aids or modifications to assist in the worker's return to work;
 - c. assessing and proposing options for suitable employment and pre-injury employment; and
 - d. consulting with relevant parties;
- consult with the worker, the worker's healthcare practitioner and any provider of occupational rehabilitation services about the return to work of the employee by:
 - a. sharing information about the worker's return to work;
 - b. providing a reasonable opportunity for those persons to consider and express their views about the worker's return to work; and
 - c. taking those views into account; and
- inform the insurer of all injuries within 48 hours of their occurrence.

The obligations of the company will extend for the requisite statutory period from the date upon which the Company first becomes aware that the worker has made a claim for compensation, or submitted a medical certificate that relates to a claim for compensation.

Overview

Menzies values the health and safety of its workers and is committed to providing a safe workplace. Our proactive approach to injury management involves placing strong emphasis on safe, timely and sustainable return to work programs for injured or ill workers.

We are committed to:

- prompt injury notification;

- communication and consultation with all parties to develop appropriate return to work programs;
- accountability and responsibility for injury management being clearly understood;
- provision of suitable and meaningful activities during the return to work process; and
- dispute resolution as required

We will ensure the following positive approach in meeting these objectives, including:

- early and prompt reporting of injuries;
- appropriate and timely medical intervention and effective return to work planning;
- provision of suitable resources and productive duties for the injured worker;
- positive support and encouragement during the rehabilitation process; and
- regular review of incidents and accidents to seek preventive measures and achieve elevated levels of improvement

The Return to Work Coordinator

The Return to Work Coordinator will ensure that both the Company and the worker honour their obligations under this policy.

The designated Return to Work Coordinator is:

Name: Gow Gates

Phone: 02 8267 9993

Email: menzies@gowgates.com.au

Involving a rehabilitation provider

Rehabilitation providers are available to assist in the return to work of workers who suffer a workplace injury or illness. Referral to the following accredited providers may be considered where the Return to Work plan is complex and requires specialist knowledge.

Injured workers retain the right to nominate an accredited rehabilitation provider of their own choice.

Disputes

If any disputes arise regarding return to work issues, they will be resolved in accordance with any relevant procedures specified in written directions issued by the Minister.

Related Policies and Procedures

- Work, Health and Safety Policy
- Health and Wellbeing Policy
- MMS-PRO-036 Rehabilitation & Return To Work Procedure
- MMS-PRO-046 Hazard & Incident Management Procedure
- MMS-PRO-045 Workers Compensation Procedure

Authorised by:



Greg Springall
CHIEF EXECUTIVE OFFICER

Translation can be arranged through your Branch Office for staff with this need.

- **Spanish Translation:** Por intermedio de la Oficina Regional se puede organizar traducción el personal que la necesite.
- **French Translation:** traduction peuvent être organisés par le Bureau régional pour le personnel avec ce besoin
- **Italian Translation:** Una traduzione potrà essere eseguita attraverso l'ufficio regionale per il personale che dovesse averne bisogno.
- **Serbian Translation:** Превод се може организовати преко Регионалне канцеларије за особље коме је потребно.
- **Croatian Translation:** Prijevod se može organizirati preko Regionalnog ureda za osoblje kome treba.
- **Greek Translation:** Μετάφραση μπορεί να κανονισθεί μέσω του Περιφερειακού Γραφείου για προσωπικό που έχει αυτή την ανάγκη.
- **Macedonian Translation:** Превод на текстови може да се организира преку Регионалната канцеларија за персоналот кој има таква потреба.
- **Russian Translation:** Перевод может быть организовано через региональное отделение для сотрудников с этим необходимо
- **Finnish Translation:** käännös voidaan järjestää aluetoimiston henkilöstön tämän tarpeen
- **Thai Translation:** บริการแปล Regional Office บริการแปล
- **Arabic Translation:** عم هذه الحاجة كميون ترجمة متو بيتترتا من لاخل تكلماب بلقلامى للموظفين
- **Persian Translation:** میظنند که نیاز این زبان انمنراکى ارا دارى. معظنم نقد ويرطزا نداوة یم مسجرت
- **Turkish Translation:** Çeviri Bölge Müdürlüğü personeli için aracılığıyla bu ihtiyacı ile ayarlanabilir
- **Filipino Translation:** pagsasalín Maaari Maging hagdan pamamagitan ng Regional Office para sa mga tauhan na ito kailangan
- **Indonesian Translation:** terjemahan Bisa Diatur Melalui Kantor Wilayah untuk staf dengan kebutuhan ini
- **Malay Translation:** penterjemahan Bisa Dikawal Melalui Pejabat Wilayah untuk kakitangan dengan keperluan ini
- **Swahili Translation:** Tafsiri unaweza ukapangwa kupitia Ofisi ya Mkoa kwa ajili ya wafanyakazi na hitaji hili
- **Afrikaans Translation:** Hāy bō trí có thể dịch qua Văn phòng Khu vực nhân viên có nhu cầu này
- **Vietnamese Translation:** Hāy bō trí có thể dịch qua Văn phòng Khu vực nhân viên có nhu cầu này
- **Japanese Translation:** hon'yaku wa , chiiki jimusho no sutaffu wotsūjite, kono hitsuyō sei ni haichi suru koto ga deki masu
- **Chinese Translation (Traditional):** fān yì kě yì ān pǎi tǒng guò qū yù bàn shì chǔ de gōng zuò rén yuán, zhè fāng miàn de xū yào
- **Chinese Translation (Simplified):** kě yì ān pǎi fān yì tǒng guò qū yù bàn shì chǔ de gōng zuò rén yuán yù c