

REHABILITATION & RETURN TO WORK POLICY

Adlingtons recognises its duty of care relating to rehabilitation and return-to-work and is committed to providing comprehensive, coordinated and holistic services for all employees with work related injuries or illnesses.

To achieve this goal, Adlingtons will aim to fulfil the following objectives:

- Maintain effective communication and consultation between relevant parties to provide the best possible outcomes.
- Provide quality rehabilitation services and merit based claims management.
- Provide suitable duties to assist the injured employee to remain at work or to return to work at the earliest opportunity.
- Involve the highest level management at the earliest opportunity to ensure a prompt return to pre-injury employment.
- Maintain confidentiality in accordance with privacy legislation.

To support our objectives, employees and managers have the following responsibilities:

Employees:

- Immediate reporting of all injuries or illnesses.
- Prompt submission of all relevant medical documentation, certificates and reports.
- Attend medical examinations as arranged by the company or its rehabilitation providers.
- Co-operate with their rehabilitation obligations and Return to Work Plan.

Return to Work Manager:

- Assist injured employees to remain at, or return to work.
- Facilitate rehabilitation as early as possible in accordance with medical advice.
- Liaise with injured employees, their supervisor and their treating medical and health practitioners.
- Monitor the progress of injured employees and work to prevent further injury.

Managers and Supervisors:

- Liaise with the Return to Work Coordinator regarding matters relating to the employee's return to work plan.
- Identify and provide suitable duties for injured employees.
- Support the employee and the Return to Work plan.

This policy statement shall be prominently displayed at all company worksites and is endorsed by myself as the authorised representative of Adlingtons Australia Pty. Ltd.



Damian Adlington, Managing Director
Adlingtons Australia Pty Ltd

April, 2016