	Occupational Rehabilitation Policy	Date Last Updated V2: 20 April 2018
	Version No: 3	Last Review Date: 30 November 2020

OCCUPATIONAL REHABILITATION POLICY

POLICY

Frontline Human Resources (FHR) is committed to providing a healthy and safe workplace. In the event of work-related injury/illness, FHR is committed to providing workplace rehabilitation to support staff members' early and safe return to work. In cases of non-work-related injury/illness, workplace rehabilitation may be provided at the discretion of FHR management.

FHR recognises the many benefits of workplace rehabilitation for injured/ill staff members, including faster recovery, reduced suffering, and improved job and financial security; as well as benefits to FHR, including retention of skilled workers, increased productivity, positive staff morale and reduced workers' compensation costs.

APPLICATION

The aim of this Policy is to:

- Promote a culture of acceptance for workplace rehabilitation
- Ensure injured staff members are not disadvantaged by participating in workplace rehabilitation
- Provide a framework to conduct workplace rehabilitation for injured/ill staff members
- Provide effective workplace rehabilitation in consultation with the FHR Rehabilitation Team
- Ensure that the confidentiality of medical and rehabilitation information is maintained

FHR RESPONSIBILITIES


For staff members injured at work, FHR will:

- Promptly administer workers' compensation claims in accordance with legislation
- Take all reasonable steps to provide staff members with workplace rehabilitation or suitable duties as soon as practicable following injury/illness
- Develop safe and graduated suitable duties programs in consultation with the staff member's treating medical practitioner, supervisor and key parties
- Consider opportunities for reasonable adjustment through alternative placement, where a staff member has concluded workplace rehabilitation and is unable to return to their substantive duties.

RESPONSIBILITIES OF THE INJURED/ILL STAFF MEMBER

Staff members injured at work will:

- Report workplace incidents, injuries or illnesses according to the reporting and recording procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses
- Notify their supervisor of work absences due to work related injury/illness and provide a Workers' Compensation medical certificate

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- Where applicable, apply for workers' compensation according to FHR procedures
- Participate in workplace rehabilitation as soon as practicable after injury/illness, with the goal of resuming pre-injury/illness duties as soon as possible.



FHR is further committed to:

- Maintaining confidentiality of an employee's information obtained during the return to work process or while undertaking occupational rehabilitation services.
- Ensuring that participation in a return to work plan will not, of itself, prejudice any injured employee.

CONSULTATION

The return to work plans will be developed and reviewed in consultation with nominated parties.

Authorisation

Name:	Position:	Signature:	Date:
Perry Zoelfel	Director		30 November 2020
Steve Bisshopp	Director		30 November 2020
Next Review Date:	February 2022		