

REHABILITATION POLICY

Glenzeil Pty Ltd will endeavour to arrange occupational rehabilitation for employees who suffer work related injury or disease and to assist employees in receiving the highest standard of care to ensure an early and safe return to work.

Glenzeil Pty Ltd recognises there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace if and when possible.

Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties, programmes and aims to:-

- Maintain injured or ill workers at work or
- To assist the worker's earliest possible return to work or
- To increase the worker's independent functioning if return to work is precluded

This policy has been developed as a joint employee management agreement and will involve:-

1. Providing a safe and healthy work environment, but in the event of an injury or an illness, endeavouring to arrange that workplace rehabilitation is started as soon as possible in accordance with medical advice.
2. Endeavouring to arrange suitable duties for injured or ill employees to facilitate their safe and early return to work. These duties must be medically approved and will be time limited.
3. Respecting the confidential nature of medical information and ensuring there will be both verbal and written confidentiality.
4. Making employees aware that, in the event of injury or illness, they will wherever possible be consulted to develop their rehabilitation plan for a structured and safe return to work that will not disadvantage them.
5. Employees recognising that they have an important role to play in rehabilitation and the need for their cooperation.
6. Endeavouring to arrange for rehabilitation to commence at the time of injury or when treatment is first started, whichever is the most practical.
7. Complying with legislative obligations with respect to rehabilitation.
8. Adopting a multidisciplinary approach to rehabilitation as required.
9. Reviewing this policy and procedures annually to ensure it continues to meet legislative requirements and the needs of all parties.
10. Workplace Rehabilitation procedures have been developed to support this policy. A copy of the procedures forms part of the Business Management System and can be viewed and printed on the BMS Documents.

Our rehabilitation and return to work coordinator is Paul Stevenson.