

## Injury Management and Return to Work Policy

The intent of this policy is to describe the Rehabilitation and Return to Work process which Trades Labour Hire Pty Ltd has developed and will apply where an employee sustains a work related illness or injury whilst performing work for Trades Labour Hire Pty Ltd.

This policy applies to all casual, full-time, contractually employed and volunteer workers under Trades Labour Hire Pty Ltd's direct and indirect employ.

Occupational rehabilitation aims to provide an early and safe return to work for employees suffering from a work-related injury or illness by using the workplace itself as a vital element of the rehabilitation process.

Trades Labour Hire Pty Ltd is committed to the rehabilitation of all injured or ill employees back into their pre-injury physical and mental capacity and place of employment.

Trades Labour Hire Pty Ltd will develop and facilitate a return to work program in coordination with the host workplace/employer for all Trades Labour Hire Pty Ltd' employees who are injured or become ill during work hours.

Trades Labour Hire Pty Ltd aims to manage and facilitate the process of rehabilitation by determining the needs of the injured and/or ill employee in collaboration with all relevant stakeholders including the injured or ill employee, the nominated treating doctor/specialist, Trades Labour Hire Pty Ltd's workers' compensation insurance provider, the host employer/workplace and other relevant team members.

Where alternative light duties are not available with the host employer, Trades Labour Hire Pty Ltd will provide suitable alternative duties for an injured or ill employee in coherence with medical conditions and restrictions as stipulated by the Treating Doctor/Practitioner to support employees' safe and prompt recovery to full capacity.

Trades Labour Hire Pty Ltd will consult with employees and where applicable any employee representatives, to assist the rehabilitation and return to work process to operate effectively and efficiently.

Trades Labour Hire Pty Ltd will maintain and review all records of injury management and return-to-work performance measurements to continuously improve Trades Labour Hire Pty Ltd's injury management and return to work processes in adherence with their legal obligations and other requirements.

### Referenced Documents:

- TLH-FLO-001 Injury Management Flowchart
- TLH-PRO-002 Return To Work Management Program
- TLH-PRO-003 Injury Management and Rehabilitation Procedure
- TLH-PRO-006 Injury Management Program

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