



Rehabilitation Policy

The Workers Rehabilitation and Compensation Act and Regulations set out rights and responsibilities in relation to any claim arising from a work-related injury or illness. RMD is committed to meeting these responsibilities and to ensuring that any employee/contractor suffering a work-related injury or illness receives all of the benefits and assistance provided for in the legislation.

Through RMD's *Standard Return to Work Program*, we demonstrate our commitment to the return to work of our injured workers.

Our Return to Work Program encompasses injury prevention, management and return to work. Please find below some of the elements included:

1. We will prevent injury and illness by providing a safe and healthy working environment.
2. We will participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured.
3. We will support the injured worker and ensure that early return to work is a normal expectation.
4. We will provide suitable duties for an injured worker as soon as possible.
5. We will ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause.
6. We will consult with our workers and clients to ensure that the return to work program operates as smoothly as possible.
7. We will maintain the confidentiality of injured worker records.

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If you are injured at work, the procedures to follow are as indicated below:

## 1. Notification of injuries

- all injuries must be notified to the supervisor as soon as possible and at least by the end of the shift during when the incident occurred
- our workers compensation insurer will be notified of any injuries within 48 hours.

## 2. Recovery

- we will ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible
- the injured worker must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

## 3. Return to work

- we will arrange a suitable person to explain the return to work process to the injured worker
- we will ensure that the injured worker is offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices
- we will arrange for the worker's return to work (subject to medical and rehabilitation provider advice).

## 4. Suitable duties

- when the injured worker, according to medical advice, is capable of returning to work we will develop an individual return to work plan
- we will undertake to provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition depending on the individual circumstances of the injured worker.

### Our suitable duties may be:

- at the same worksite or a different worksite
- the same job with different hours or modified duties
- a different job
- full time or part time.

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### 5. Dispute resolution

- if disagreements about the return to work program or suitable duties arise, we will work together with the injured worker to try to resolve them
- if we are unable to resolve the dispute, we will involve our insurer, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

As an RMD employee, you have certain rights and responsibilities, these are set out below:

You have the right to:

- nominate your own treating doctor who will be involved in your injury management plan
- choose your own accredited rehabilitation provider if necessary
- be actively involved in the planning of your return to work.

**You must:**

- take care to prevent work injuries to yourself and others
- notify your employer of an injury as soon as possible
- comply with your injury management plan
- provide accurate information about any aspect of your claim
- notify the insurance company if you get a job or if you earn extra income from your job while you are receiving weekly benefits
- attend medical and rehabilitation assessments
- cooperate in workplace changes that will assist other injured workers.

Through these measures, RMD will actively ensure a safe working environment with optimum support for any injured employee.

A handwritten signature in black ink, appearing to read 'Ian Lawrence', is written in a cursive style.

Ian Lawrence  
Managing Director