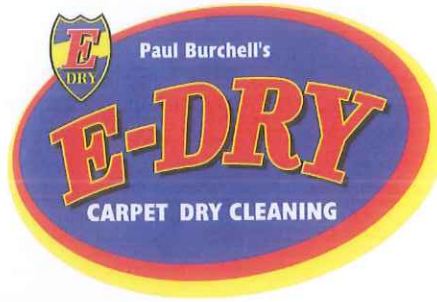




## REHABILITATION AND RETURN TO WORK POLICY

### E-Dry Carpet Cleaning 2016

#### POLICY STATEMENT

This company encourages all workers who suffer a work-related injury, illness or disability to return to work through the process of occupational rehabilitation, and, as part of this commitment, will expedite this process by adopting appropriate rehabilitation and return to work procedures.

#### AIMS AND OBJECTIVES

We will strive to assist workers to return to their pre-injury or illness occupation as early as possible, or alternatively, to access the services of an approved rehabilitation provider to consider options for a return to other gainful employment either with this company or another employer.

Our objectives are:

- to establish a systematic approach to occupational rehabilitation services for all workers
- to develop and encourage the expectation that it is normal practice following work related injury, illness or disability for people to return to meaningful, productive employment at the earliest possible time
- to establish that rehabilitation is the usual course of action, and, when appropriate, the managed, safe and early return to meaningful, productive employment should begin at the earliest possible time, and
- to appoint a case manager from within the organisation or obtain the services of an approved rehabilitation provider to oversee the workplace rehabilitation process.

#### RESPONSIBILITIES

We, as a company will:

- commence all actions to assist workers to stay at or return to work as soon as possible in a manner consistent with medical advice
- assist any worker who is injured or made ill because of their work to return to work in the shortest possible time provided that it is safe and practicable to do so, and
- provide suitable alternative work which will not jeopardise the well-being of the worker where practicable.

Workers are expected to:

- assist and cooperate in ensuring that this policy is followed, and
- actively participate in the rehabilitation and return to work process as agreed between the company, themselves, their treatment provider, and their rehabilitation coordinator or case manager.

#### AUTHORISED BY

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

General Manager

Date: \_\_\_\_\_

2/6/16