

POLICY Workplace Rehabilitation Policy

Purpose This policy outlines the requirements of Workplace Rehabilitation at Wiley.

POLICY STATEMENT

Aim of this policy

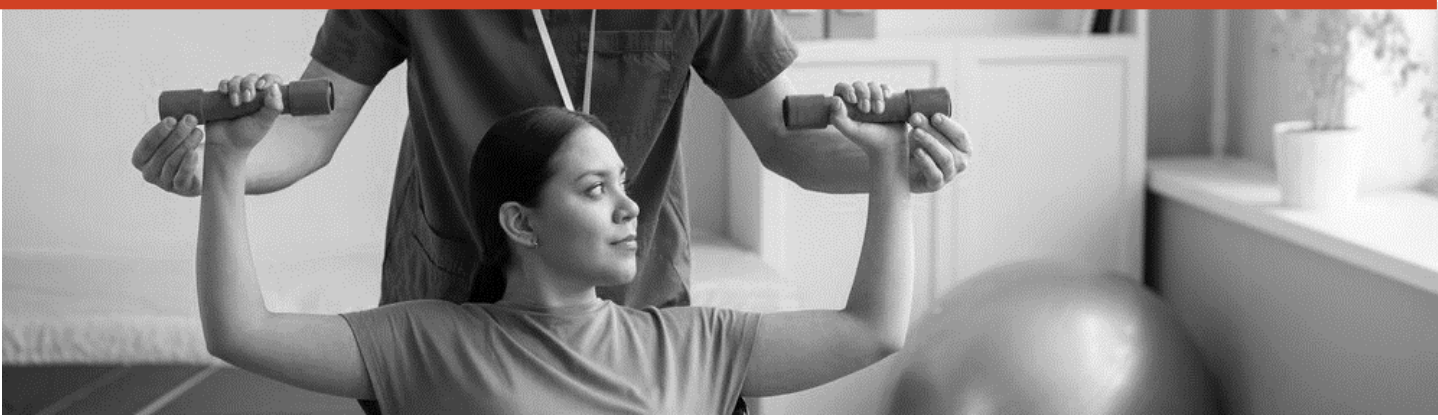
Wiley recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace. We recognise that the Workers' Compensation and Rehabilitation Act 2003 (WCR Act) and Rehabilitation Regulation 2003 provide the legislative support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, where practicable, and aims to:

- Maintain injured or ill workers at work; or
- Ensure the worker's earliest possible return to work; or
- Maximise the worker's independent functioning.

Wiley is committed to:

- Providing a safe and healthy work environment, and in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be medically approved and will be time limited.
- Respecting the confidential nature of medical information and both verbal and written confidentiality.
- Ensuring that all workers are aware that they will be consulted on a safe return to work that will not disadvantage them.
- Complying with legislative obligations with respect to the standard for rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation as required.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.



The aim of the Wiley Rehabilitation Policy is to ensure that:

- A culture of acceptance for workplace rehabilitation exists
- A process exists to support an early safe return of any worker who has an injury/illness
- The position of the Rehabilitation & Return to Work Coordinator (RRWC) is adequately resourced
- Adequate storage is provided for rehabilitation files to maintain confidentiality of this information

Rehabilitation purpose

Rehabilitation of a worker is a process designed to ensure the worker's earliest possible return to work or to maximise the worker's independent functioning after being injured at work. Rehabilitation involves the provision of approved services, services provided by a registered person, suitable duties programs or necessary and reasonable aids or equipment to an injured worker.

Rehabilitation and Return to Work Coordinator

The Rehabilitation and Return to Work Coordinator (RRWC) is the link between the injured worker, management, supervisors, the relevant workers compensation provider, rehabilitation providers and any other relevant parties.

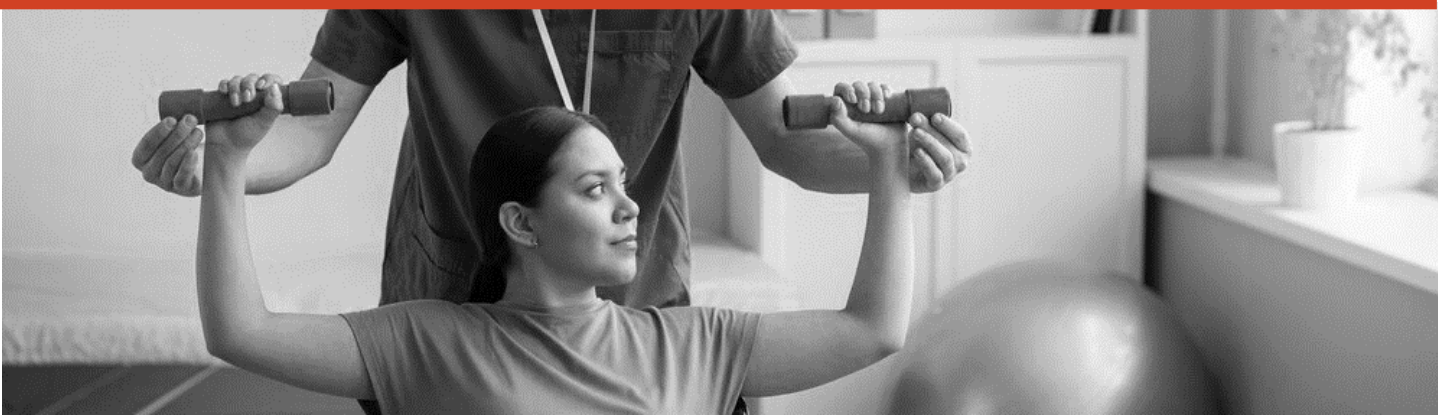
Suitable duties programs

These specially selected duties at the workplace are a means of offering a monitored and graduated return to normal duties. They are:

- Matched to the capabilities of the worker
- Time limited and regularly upgraded according to his/her level of recovery and treating medical doctor advice.

Treating doctor

- To provide medical certification
- To provide sufficient information to allow development of suitable duties plans / rehabilitation plans



Leaders and fellow workers

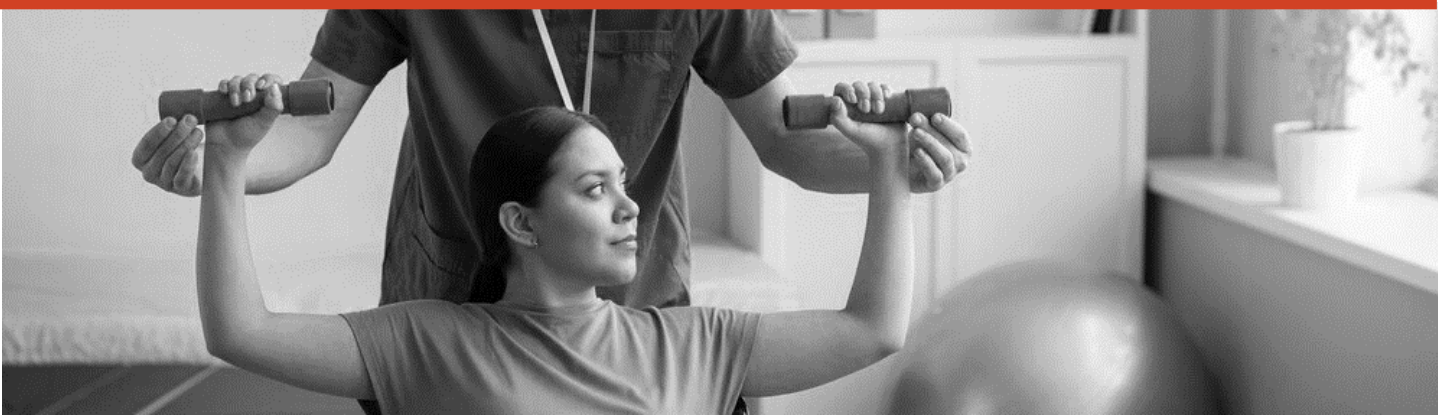
- To generally offer support and encouragement to any injured worker
- To actively assist the RRWC in identifying and coordinating suitable duties to develop return-to-work plans
- To adjust workplace procedures, rosters and/or workflows to enable successful implementation of the plan
- To monitor the injured worker's progress in relation to suitable duties

Injured employee rights

- To workers' compensation for work-related injuries accepted by the insurer
- To choose their own doctor
- To authorise our RRWC to contact their doctor for advice on suitable duties
- To confidential, safe keeping of personal information
- To be provided with suitable duties, if practicable
- To be consulted in the development of a rehabilitation and/or suitable duties plan
- To union representation if so desired
- To ask for a review of decisions with which they do not agree
- To have access to an impartial grievance mechanism, which is accessed in the first instance by raising the grievance with the RRWC for resolution or escalation

Injured employee roles and responsibilities

- To apply for workers' compensation
- To advise their doctor of the availability of workplace rehabilitation
- Ask the doctor to complete a capabilities checklist if required
- To actively participate in workplace rehabilitation
- To maintain communication with the employer/Rehabilitation & Return to Work Coordinator about relevant issues related to their compensation claim



Rehabilitation and Return to Work System

An efficient system must exist for early notification to the RRWC when workers are injured to assist in compliance of the employer's duty to report injury to WorkCover Queensland within 8 days and QBE in New South Wales and Victoria within 5 days. Files must be kept for each worker undertaking rehabilitation, include all documents, correspondence and accounts and ensure confidentiality of both verbal and written information. The RRWC must review the currency of the Workplace Rehabilitation Policy and the Workplace Rehabilitation Procedure and ensure there is a way for injured employees to give feedback on the rehabilitation system and to document this feedback.

Education

All workers must be made aware of the Workplace Rehabilitation Policy & Workplace Rehabilitation Procedure and be advised what to expect when an injury occurs. This education is to be promoted within the business internally.

Suzie Wiley | Managing Director