

HR03

Return to Work and Rehabilitation Policy

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Introduction

Purpose

The purpose of this policy is to outline Recycal's commitment to implementing a return to work and rehabilitation program to meet standards set by WorkSafe.

Scope

This policy applies to all Recycal employees, contractors, volunteers and board members.

Responsibilities

Health and Safety Management is of critical importance in the planning, organisation and undertaking of Recycal's operations. It is the policy of Recycal to:

- operate our business in a manner that meets standards set by Work Safe
- conduct our activities in such a way that the health, safety and well-being of employees and contractors are always protected.

Commitments and Strategies

Recycal are committed to the return to work of any injured workers. As part of this commitment, we will:

- Comply with all relevant legislation, statutory obligations, standards and regulations
- Notify Workers Compensation Scheme Agent of any injuries that may require compensation.
- Nominate and appoint a Return to Work Co-ordinator.
- Participate in the development of an injury management / return-to-work plan and ensure that injury management commences as soon as possible after a worker is injured.
- Providing sufficient resources to ensure return to work and rehabilitation processes are well maintained.
- Support the injured worker to remain at or have early return to work and provide suitable duties for an injured worker as soon as possible.
- Establish an individual return-to-work plan (where required) when the injured worker, according to medical advice, is capable of returning to work (e.g. restricted hours of work, restricted / modified duties).

- Ensure that our injured worker/s (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.
- Communicate and consult with our employee/s, to ensure that the return-to-work program operates as smoothly as possible.
- Maintain the confidentiality of injured worker's records and not prejudice or discriminate against an injured worker or a worker on a return to work plan.

All employees are expected to co-operate with this Return to Work and Rehabilitation Policy and related company procedures. There shall be no prejudice or discrimination toward employees that participate in the program.

Implementation

Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Recycal.

Legislation

- a) Fair Work Act 2009 (Commonwealth)
- b) Fair Work Regulations 2009 (Commonwealth)
- c) Work Health and Safety Act 2011 (Commonwealth)
- d) Work Health and Safety Regulations 2011 (Commonwealth)
- e) Health and Safety Codes of Practice 2011
- f) Occupational Health and Safety Act 2004 (Victoria)
- g) Occupational Health and Safety Regulations 2017 (Victoria)



Doug Rowe
Chief Executive Officer
Date: 21st July 2023



call **03 9873 1133**
www.recycal.net