# INJURY MANAGEMENT AND REHABILITATION POLICY

KHG-POL-HSE-1005

**Purpose**: The purpose of this policy is to outline the responsibilities for managing the return to work of staff who have been subject to an injury or illness, ensuring that all actions are in line with relevant laws and regulations, and promoting a supportive work environment.

**Aim:** The aim of this policy is to define clear responsibilities and establish procedures for managing the return to work of staff members affected by injury or illness. It ensures their safe, timely, and effective reintegration into the workplace. The key objectives are to minimize the impact of injuries and illnesses on employees through early intervention, to support their physical and psychological recovery, to promote a supportive work environment, and to ensure compliance with all relevant legislation

**Responsibilities of Managers and Supervisors:**

- Provide a safe and healthy workplace and ensure staff report all accidents and injuries promptly.
- Maintain appropriate levels of confidentiality regarding a staff member's illness or injury, consistent with the Privacy Act 1988.
- Liaise with HR to ensure compensation or sick leave entitlements are paid during periods of incapacity in accordance with the staff member's employment agreement.
- Stay in contact with, and provide appropriate support to, staff who are off work for an extended period due to a work-related injury, non-work-related injury, or illness.
- Where appropriate, collaborate with the HSQE Manager and Human Resource Manager to establish a rehabilitation plan following a lost-time accident or illness. Ensure the injured employee is involved in planning the rehabilitation plan.
- Monitor the staff member's progress toward recovery and the suitability of any alternative duties and/or the rehabilitation plan.
- Ensure that employees undergo a medical assessment before resuming full work duties.
- Plan for the early return to work of any injured or disabled staff member.

**Responsibilities of Employees:**

- Ensure their own safety at work and the safety of those who work with them.
- Report and record any work-related injury to their supervisor as soon as practicable.
- Provide their manager with completed forms and relevant medical certificates for their injuries or illness as soon as possible.
- Actively and positively contribute to their own recovery.
- Where appropriate, participate in the development and implementation of an appropriate rehabilitation program, including a return-to-work program that may require alternative duties and/or partial hours.
- Undergo a final medical assessment and obtain clearance for work by the company doctor before resuming full work duties.

Wui Lee Tan
**Executive General Manager**

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