

Rehabilitation and Return to Work Policy

Gordon McKay Pty Ltd is committed to promoting the recovery of any employee who has sustained a workplace injury or illness, by providing the resources for a planned and systemic approach to the management of an employee's recovery. Gordon McKay Pty Ltd demonstrates this commitment through its Health and Safety Management System that is integrated with all organisational activities related to products, services and people.

Gordon McKay Pty Ltd believes that a healthy and safe workforce contributes to the overall business success and that all employees and contractors should return home safe at the end of their working shift.

The objectives of the Health and Safety Management System are:

- For all employees to have a timely and equitable claims management;
- To return an injured or ill employee to pre injury or suitable duties;
- Comply with the Accident Compensation Act 1985 and other applicable regulations;
- To implement and monitor control measures to prevent an incident / injury reoccurring.

Gordon McKay Pty Ltd will:

- Assist an ill or injured employee to remain at work or return to meaningful and productive work where possible;
- Take all reasonable steps to identify, assess and control any known or potential risks to employees, subcontractors and the public;
- Use a consultative approach to rehabilitation to ensure the effectiveness of the process;
- Encourage early reporting of any signs of illness or injury;
- Investigate all incidents, accidents and injuries or near misses to identify their cause(s) and implement controls to prevent a reoccurrence;
- Ensure that participation in a return to work will not, in itself, prejudice against any injured worker.

Each employee is individually responsible to:

- Report any signs of illness or injury as soon as possible;
- Actively participate and cooperate with the return to work process;
- Make reasonable efforts to return to suitable or pre injury work;
- Regularly provide the employer with progress of his / her recovery;
- Provide the employer with up to date Certificate of Capacities;
- Actively participate and cooperate with any treatment recommend to assist recovery;
- Attend any regular review meetings requested.

Gordon McKay Pty Ltd recognises that active participation and consultation with every employee is essential to achieving the optimum levels safety. With the assistance of all employees we will strive to continually identify and improve the effectiveness of the Health and Safety Management System.

Policy Authorised by the Managing Director:

A handwritten signature in blue ink, appearing to read 'Gavin McKay'.

Date:

9/6/17

Gavin McKay
Managing Director