

OCCUPATIONAL REHABILITATION Occupational Rehabilitation Policy

Commitment

IPA Personnel Services Pty Ltd (IPA) is committed to the prevention of incidents, injuries and work related illnesses. Company policy stipulates that all practicable steps and reasonable care must be taken to safeguard all workers from physical and psychological injury and work related risks whilst complying with all relevant legislation, regulations, codes of practice and standards.

The company is committed to providing any worker who incurs a work related injury or illness the necessary support to enable that worker to safely remain at work, or return to work as soon as possible.

The company is committed to consulting with workers, health professionals and rehabilitation professionals to ensure that rehabilitation programs and procedures operate effectively, and where possible, in conjunction with work activities.

Application

This policy applies to IPA and associated business entities. This policy is applicable to all permanent, casual and temporary (labour hire) workers. The term worker is used as defined by the WHS Act 2011 to include anyone who carries out work for a person conducting a business or undertaking.

To facilitate this commitment IPA will:

- Ensure that occupational rehabilitation processes are commenced as soon as possible following an injury, consistent with medical judgement.
- Provide an injured worker suitable employment including modified or alternative duties where possible.
- Ensure that treatment, return to work (RTW) activities and, where applicable, rehabilitation services begin promptly subject to medical advice.
- Establish an individual tailored RTW plan that is aligned with the workers medical capacity that has been developed in consultation with the injured worker and their treating practitioner.

Furthermore, IPA will:

- Maintain confidentiality of an injured worker's information obtained during the RTW process whilst undertaking occupational rehabilitation services.
- Ensure that participation in a RTW plan will not, of itself, prejudice any injured worker.
- Develop and review RTW plans in consultation with key stakeholders.

To facilitate this commitment IPA workers will:

- Notify IPA immediately after been involved in an incident or sustaining an injury or illness.
- Make reasonable efforts to actively participate and cooperate in the return to work process.
- Actively participate and cooperate with an occupational rehabilitation service if provided.
- Actively participate and cooperate in assessments of capacity for work, rehabilitation progress or future employment prospects.

There will be times where client workplaces will have specific policies and procedures – this overarching policy sets the safety tone in which all IPA companies and personnel must operate.

A handwritten signature in blue ink, appearing to read 'S. Donegan', with a horizontal line extending to the right.

Steven Donegan
Chief Executive Officer
IPA