

	Return to Work Policy		Document No. ESQ_05P
	Version No: 4	Date Approved: 16 January 2019	Approved By: CEO

Eco Logical Australia Pty Ltd (ELA) is committed to providing and maintaining the health and safety of all workers and visitors. ELA has, through consultation and agreement with workers' representatives, developed a return to work program for the management of workers who are injured at work. This program forms part of the Environmental, Safety & Quality Management System (ESQMS) and is consistent with the insurer's injury management program.

The aim of the return to work policy is that:

- All the actions to assist workers to stay at or return to work are commenced as soon as possible in a manner consistent with medical advice
- Any worker who sustains an injury/illness as a result of their work is returned to work in the shortest possible time, provided it is safe and practicable to do so. If this is not possible the worker will be returned to suitable alternative work, in consultation with their treating medical practitioner and line with appropriate medical restrictions.

All workers are expected to assist and cooperate with this policy. ELA's HR / ESQ Coordinator and Human Resources Manager are responsible for ensuring that rehabilitation and return to work under this programme is implemented.

Commitment to this policy means that ELA will:

- Facilitate a return to work for workers who sustain a workplace injury or illness as soon as possible and to provide information to assist an injured and/or ill worker to return to work
- Determine the needs of the injured and/or ill worker by liaising with the worker, the nominated treating doctor, our workers' compensation insurance provider and other relevant team members
- Provide early access to rehabilitation services where required for example, accredited workplace rehabilitation providers
- Develop and implement the injured and/or ill worker's return to work plan in conjunction with the worker, our workers' compensation insurance provider, the nominated treating doctor and the workplace rehabilitation provider
- Provide suitable alternative duties for an injured and/or ill worker as an integral part of the rehabilitation and return to work process. Suitable duties, which do not jeopardise the wellbeing of the worker, will be provided where possible as part of the return to work program
- Consult with workers to assist the rehabilitation and return to work process to operate effectively
- Provide workers with information about workers compensation claims including choice of nominated treating doctor and accredited workplace rehabilitation provider
- Maintain records of injury management and return to work statistics and develop responses to continually improve ELA's Safety, Environment & Quality Management System and return to work processes
- Protect the confidentiality of the all information maintained on case files.

This Return to Work Policy will be reviewed annually by the Executive Team with final approval by the CEO.



Mark Adams - Chief Executive Officer

Dated: 16 January 2019