

  	Occupational Rehabilitation Policy	Prepared by:	HFW
		Approved by:	Steve Clarke
	Document No: GRP POL HR 010 04	Approval date:	May 2022
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Purpose

The purpose of this policy is to outline the approach of the ASKIN Group to occupational rehabilitation. In this policy, 'occupational rehabilitation' refers to measures taken in accordance with applicable region, State and Territory workers' compensation legislation that are designed to return an employee to their pre-injury employment following an injury arising out of, or in the course of, their employment.

This policy applies to Askin Group Holdings Pty Limited and each of its related bodies corporate (collectively, **ASKIN Group**) (which, for the avoidance of doubt, includes the Bondor NZ and XFLAM businesses) and all employees who are employed within the ASKIN Group.

Scope

All employees employed by the ASKIN Group.

Responsibility

It is the responsibility of all managers to ensure that this policy is understood and implemented.

Workers' Compensation Legislation

A non-exhaustive list of relevant workers' compensation legislation is set out in the following table.

Jurisdiction	Relevant Legislation
NSW	<i>Workers Compensation Act 1987 (NSW)</i> <i>Workplace Injury Management and Workers Compensation Act 1998 (NSW)</i>
Vic	<i>Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)</i> <i>Accident Compensation Act 1985 (Vic)</i> <i>Accident Compensation (Occupational Health and Safety) Act 1996 (Vic)</i> <i>Workers Compensation Act 1958 (Vic)</i>
Qld	<i>Workers' Compensation and Rehabilitation Act 2003 (Qld)</i>
SA	<i>Return To Work Act 2014 (SA)</i>
WA	<i>Workers' Compensation and Injury Management Act 1981 (WA)</i>
Tas	<i>Workers Rehabilitation and Compensation Act 1988 (Tas)</i>
ACT	<i>Workers' Compensation Act 1951 (ACT)</i>
NZ	<i>Accident Compensation Act 2001</i>

For the avoidance of doubt, in the event that an inconsistency between this policy and an applicable workers' compensation law arises, the workers' compensation law prevails over this policy to the extent of any inconsistency.

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Return to Work Principles

The ASKIN Group acknowledges that employees who have sustained a work-related injury should be provided the appropriate occupational rehabilitation to improve the likelihood of achieving a full and sustainable recovery and return to work.

In particular, the ASKIN Group is committed to:

- assisting employees to stay at, or return to, work following a workplace injury, in a manner consistent with relevant medical advice and where it is safe to do so;
- returning employees to work in their pre-injury role as soon as that employee is ready and able to do so, provided it is safe and practical to do so and in accordance with medical advice;
- in circumstances where an injured employee is not fit to return to their pre-injury role, providing such an employee with suitable work with the aim of aiding the rehabilitation process and not jeopardising their wellbeing, where such work is available; and
- consulting with relevant parties (including the employee, medical professionals, rehabilitation providers and the return to work coordinator) about an employee's return to work.

The obligations of the ASKIN Group to assist employees in their return to work after a workplace injury may differ based on applicable workers' compensation legislation.

Employees to whom this policy applies are expected to fully cooperate in the occupational rehabilitation efforts of their employer, including performing suitable duties (as offered by the ASKIN Group) which are consistent with the employee's medical restrictions.

Return to work coordinator

The ASKIN Group has appointed the following person as its return to work coordinator:

Bryan Ashworth
 Group Operations HSE Business Partner
 M: +61 484 535 155
 E: bryan.ashworth@askin.net.au

The return to work coordinator plays an important role in assisting injured workers to remain at, or return to, work as soon as safely possible after suffering an injury. The return to work coordinator is also responsible for ensuring that the ASKIN Group meets its return to work obligations under applicable workers' compensation legislation.

Each ASKIN Group location has a return to work officer who will report to the return to work coordinator.

Site	Name	Position	Mobile	Email
VIC	Tina Heard	Australian Operations Manager	+61 455 303 212	Tina.heard@askin.net.au
NSW	Anthony Warren	Regional Manager	+61 400 111 728	Anthony.warren@askin.net.au
QLD	Shawn McNamara	Operations Manager	+61 417 338 233	Shawn.mcnamara@askin.net.au

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SA	Stuart Howard	Regional Manager	+61 488 032 204	Stuart.howard@askin.net.au
WA	Troy Shannon	Regional Manager	+61 400 093 056	Troy.shannon@askin.net.au
NZ	Nick Deeming	NZ Operations Manager	+64 27 203 6179	Nick.deeming@bondor.co.nz

Other Matters

Although this policy must be complied with, it does not form part of any contract between the ASKIN Group (or any member of it) and any employee. Any reference to obligations or requirements on the ASKIN Group does not, and is not intended to, give rise to any contractual obligation binding on the ASKIN Group.

Related Documents

Injury Register Book – available onsite at each ASKIN Group location
Incident Log
GRP POL 034 01 Return to Work Policy (NSW)
GRP POL 001 Integrated OHSEQ Policy 2021
GRP PRO OHS 1001 – Injury – Incident Management Process
GRP PRO OHS 1002 – Incidents – Injury Risk and Hazard Management Process
GRP PRO OHS 1003 – Serious Incident Reporting
GRP PRO OHS 1005 01 – Planning for First Aid Resources
GRP PRO OHS 606 – Issue Resolution Process
GRP FRM OHS 02 03 Potential and Incident Investigation Report

The ASKIN Group may amend, vary or replace this policy at any time.