

Injury Management and Rehabilitation Policy

SKILLED Group's First Corporate Value is Safety and as such is resolutely committed to injury prevention programs in the workplace to achieve the SKILLED Group Vision and Mission and the ultimate goal of zero harm.

It is the aim of SKILLED Group to minimise the impact of injury to its employees and other persons by providing the resources for a planned and systematic approach to the management and continuous improvement of the workers rehabilitation and compensation process.

In the event of a workplace injury or illness, SKILLED Group is committed to ensuring that employees are provided with timely and equitable claims management together with effective rehabilitation and return to work opportunities within their functional capacity. SKILLED Group will also ensure that staff and employees have access to their legal entitlements for workers compensation.

This is achieved by:

- Providing employees with information and instruction on their rights, responsibilities and accountabilities regarding claims for workers' compensation, rehabilitation and return to work.
- Ensuring the process of workplace rehabilitation is commenced as soon as possible following an injury and in accordance with medical advice and relevant legislation.
- Ensuring employees are provided with access to appropriate medical treatment following a workplace injury and/or illness that incorporates early assessment and the involvement of rehabilitation specialists when required.
- For Self-Insured Business Units, ensuring claims for workers' compensation are managed in a timely and efficient manner in accordance with jurisdictional requirements and where relevant, other organisational policies and procedures. Internal and/or external expertise will be utilised when required in all related activities.
- Providing an injured employee with meaningful suitable duties, where practicable, as an integral part of the workplace rehabilitation process and ensuring that return to work is achieved as soon as possible by an injured employee.
- Consulting with employees, and where applicable their nominated representative, to ensure that the workplace rehabilitation program operates effectively, including regular consultation throughout the injury management process.
- Ensuring the employee will not be disadvantaged by participation in a workplace rehabilitation program.
- Ensuring the security and confidentiality of records in relation to claims, rehabilitation and personal medical information obtained in order to manage workplace injury and/or rehabilitation.
- Establishing and maintaining legislative compliance for rehabilitation, as well as claims for Self Insured Business Units, in all states and territories where applicable.
- Facilitating effective communication through the dissemination of relevant information to all staff and employees.
- Maintaining a positive injury management culture through encouraging active participation in the early intervention and return to work process.

Authorised by,



Mick McMahon
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