

1.3 INJURY, ILLNESS MANAGEMENT AND RETURN TO WORK POLICY

Wesfarmers Industrial & Safety (WIS) is committed to ensuring the workplace health and safety of all workers who are impacted by, or undertake work for/on behalf of our companies. We believe that workplace injuries are preventable and strive to achieve this; however, in the event an injury/illness may occur, we are committed to providing effective injury management.

We are committed to:

- Maintaining an organisational culture that supports a high standard of injury/illness management,
- Providing encouragement for early reporting, intervention and a progressive approach to rehabilitation and Return To Work (RTW) programs,
- Commencing the management process as soon as possible, taking a holistic team approach with the injured/ill person, their representatives, with qualified rehabilitation/medical specialists and RTW Coordinators as required,
- Assisting injured/ill people return to work as soon as medically appropriate, in a safe, timely and sustainable manner, with specific regard to their physical, psychological, social and vocational well being,
- Ensuring continuous improvement of injury/illness management policies, practices, and processes.
- Provide regular communication of responsibilities and rights to people,
- Encourage a positive injury/illness reporting and management culture whether work or non-work related,
- Ensure the rights and confidentiality of people is respected and maintained in compliance with Privacy legislation,
- Including where possible, taking all reasonable effort to provide assistance for people that sustain a non-work injury/illness,
- Ensuring people are not disadvantaged or prejudiced by participation in these programs,
- Complying with local legislation and regulatory requirements.

Injury/Illness Management System:

We have developed management Standards to ensure we:

- Maintain a pre and post employment fitness for duty standard and assessment processes,
- Have effective and consultative case management and RTW,
- Establish measurable RTW plans and agreed objectives with monitoring and reporting for injured/ill people,
- Ensure effective external Rehabilitation Provider selection, management and monitoring processes,
- Allocate appropriate internal/external expert resources to support system and RTW programs requirements.

WIS has embedded detailed accountabilities and responsibilities within WHS Management System Standards and related documents that underpin this policy.

All Management have responsibility to:

- ✓ To ensure people undertaking work at/for/on behalf of WIS are not put at risk from the works being carried out, where the risk (s) are reasonably foreseeable,
- ✓ Communicate the importance of early reporting and take action on reports of discomfort to minimise severity,
- ✓ Ensure participation in the RTW process and maintain regular contact with the injured/ill person,
- ✓ Where practicable, ensure that meaningful suitable duties/hours are identified to assist RTW processes, with consideration for the person's skills, experience, work area and any medical restrictions,
- ✓ Comply with legislation, WIS commitments, role modelling and encouraging positive WHS practices and behaviours.

All people undertaking work at/for or on behalf of WIS have responsibility to:

- ✓ Understand their responsibilities and work in a healthy and safe manner, encouraging others to do the same.
- ✓ Early report minor injury/discomfort, medication, health or fitness for duty changes that may impact work,
- ✓ Immediately notify management of any incident that occurred whilst undertaking work duties, and/or a personal injury/illness that may impact the ability to work safely,
- ✓ Be familiar and comply with WIS commitments, reasonable direction and undertake training as requested,
- ✓ Participate with the RTW/rehabilitation process and attend fitness for duty medical assessments as required,
- ✓ Provide management medical certificates/information in a timely manner and notify of any RTW concerns,
- ✓ Provide support, positive encouragement and confidentiality to fellow people who are being rehabilitated,
- ✓ Comply with WIS policy, practices and local legislation at all times. Any breaches may result in disciplinary action that if substantiated could lead to dismissal/contract termination.

RTW coordinators and/or HSE Managers have responsibility to:

- ✓ Liaise with all parties to establish an effective program to facilitate a safe, timely and sustainable RTW,
- ✓ Provide guidance on Workers compensation processes, claim notification, reviews and management,
- ✓ Ensure any disputes/complaints are escalated through the WIS issue resolution process and are duly notified.



Olivier Chretien, Managing Director

08/07/2013
Date: