

# Workplace Rehabilitation Policy

CR believes that workplace rehabilitation assists the healing process and provides employees with financial, physical, psychological and social benefits. We are committed to providing employees with the opportunity to participate in workplace rehabilitation in order to ensure an employee's earliest possible return to work following an injury or illness.

Workplace rehabilitation, and an early return to work, can be mutually beneficial for both the employee and CR and requires the early provision of timely and adequate services including rehabilitation and suitable duties programs.

To achieve this, we are committed to:

- Providing a safe and healthy work environment where every employee has access to rehabilitation.
- Ensuring that rehabilitation will be the normal course of action following work-related injury or illness.
- Focusing on an appropriate return to work for the employee as the primary goal of workplace rehabilitation.
- Providing suitable duties, where possible, for an injured employee as a core part of the rehabilitation process.
- Communicating the roles, rights and responsibilities of all participants in the rehabilitation process to ensure they are clearly understood.
- Ensuring that the rehabilitation policy and procedures comply with the appropriate employees' compensation and occupational health and safety legislation.

To achieve this, we will:

- Provide information to the employee on their Workers' Compensation claim rights and provide assistance with making a claim.
- Ensure early, accurate medical assessment and involvement and, where necessary, of rehabilitation specialists.
- Commence workplace rehabilitation as soon as possible after an injury that is consistent with an employee's needs and medical assessment of the injury.
- In consultation with the employee and treating medical practitioner, develop a suitable duties program for an injured employee returning to work.
- Play an active role in the rehabilitation of sick or injured employees and provide support according to their individual health needs.
- Monitor, review and update an employee's rehabilitation and suitable duties plan towards full, unrestricted duties.
- Treat all information sensitively and confidentially and always obtain authority from the employee to obtain or release information about their rehabilitation.



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