

The health and welfare of all employees at Global Mill Relines is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

Global Mill Relines recognises that there are substantial benefits for employees and employers resulting from an employee's early return to work after an injury/illness. An injury covers both physical and psychological. Experience shows that work assists the healing process and helps restore the employee's normal functions sooner.

Workplace Rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs, to facilitate the injured/ill employee's earliest possible return to work, or, if return to work is not possible, to maximise independent functioning.

Global Mill Relines is committed to:

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Provide early reporting systems and early intervention processes at the workplace that will enable employees to stay at work or return to work as soon as it is safely possible after the injury and/or illness.
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Manage claims in an equitable, timely and efficient manner.
- Ensuring compliance with the Workers' Compensation and Rehabilitation Act, Regulations, and other relevant Legislation.
- Make available and use appropriate resources for injury management processes.
- Embedding awareness and adoption of this Policy throughout the Management Team.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

This policy represents the commitment of all at Global Mill Relines to workplace occupational rehabilitation and return to work following work related injury.



**Laurie Ralph**  
**Managing Director**  
**24<sup>th</sup> June 2020**

Global / Local ID:	Org Code:	Local Code:	Document Type:	Running No:	Revision:	Sheet of Sheets:
POL 008	GMR		POLICY		2	1 (1)