

RISK MANAGEMENT AND OCCUPATIONAL REHABILITATION PROGRAMS

Frontline Human Resources is committed to providing a safe and healthy workplace for all workers. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again. Should one of our workers incur a work related injury that means they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as it is safely possible. We will do this through risk management and occupational rehabilitation and our commitments are as follows:

OUR RISK MANAGEMENT PROGRAM

We will:

- Take all practicable steps to identify, assess and control any known or potential risks to workers and visitors.
- Encourage the early reporting of any symptoms of an injury or disease related to the work we undertake.
- Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again.
- Comply with all our legal obligations, including notification of incidents to Worksafe Victoria when required.

OUR OCCUPATIONAL REHABILITATION PROGRAM

We will:

- Assist our injured workers to remain at work or return to work at the earliest opportunity.

Specifically our RETURN TO WORK POLICY is that:

- Return to work planning will commence as soon as possible after an injury, consistent with medical advice.
- Remaining at or early return to work following injury is a normal expectation of this workplace.
- Treatment, return to work activities and any reasonably necessary occupational rehabilitation services will begin as soon as they are necessary.
- Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured workers at the earliest opportunity.
- An individual return to work plan will be established with any worker who has an incapacity either "partial" or "total" due to a work related injury for 20 calendar days or more. This plan will be developed within 10 days of becoming aware of this and when the claim is accepted.
- The plan will be done in consultation with our injured worker, their treating practitioner and where one is involved, the occupational rehabilitation provider.
- Consultation and communication with all workers and / or representative worker(s) in the development and review of our occupational rehabilitation program and individual return to work plans will occur.
- Confidentiality of worker's information obtained during their return to work or while undertaking occupational rehabilitation services will be maintained.
- Participation in a return to work plan will not, of itself, prejudice any injured worker.

RETURN TO WORK CO-ORDINATOR:

Our Return to Work Coordinator is:

Telephone:

Following any workplace injury our Return to Work Coordinator will:

- Contact our injured worker and their treating practitioner to implement the commitments outlined in the risk management program and our return to work policy
- Determine the need for any occupation rehabilitation assistance in consultation with our injured worker and their treating practitioner, and when appropriate refer to our nominated approved occupational rehabilitation provider.

APPROVED OCCUPATIONAL REHABILITATION PROVIDER

Our nominated approved occupational rehabilitation provider is: **IPAR**

Telephone:

CONSULTATION

Return to work plans

- Our injured workers and their treating practitioners, will be involved in all aspects of their return to work and return to work plans will be developed and reviewed in consultation with them

Occupational rehabilitation program

- This program was developed in consultation with our workforce through the site safety committee. Following discussion and consultation with our workplace, the program was endorsed by the senior management on March 31st 2009

COMMITMENT

This program represents our commitment to workplace occupational rehabilitation and return to work following work related injury. As representative of its development and our mutual commitment, this program is endorsed by:

Representative Worker(s):

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Management Representative:

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This Program will be reviewed on: