

Workplace Rehabilitation Policy

John Readings is committed to providing a rehabilitation process in accordance with a structured workplace-based rehabilitation and return to work program, whilst meeting its legislative obligations. All John Readings employees are required to actively participate assisting a return to work rehabilitation process.

John Readings' rehabilitation program will commence as soon as practicable following any work-related injury or illness or at such time medical guidance allows, to ensure an employee is able to remain at work or return to work on a structured return to work plan.

It is an expectation of all parties that participation in a return to work plan will ultimately lead to an early resumption of pre-injury duties. In the event of this expectation not being achieved, then retraining or redeployment either internally or externally to John Readings may eventuate.

To achieve these objectives John Readings' rehabilitation program will:

- Aim to achieve, as a normal expectation for all, the safe, timely and durable return to work of injured employees through early and appropriate consultation and intervention,
- Respond to John Readings' commitment to equitable claims management,
- Commit to providing suitable workplace based and function oriented duties wherever possible in order to maintain the employee at work or enable an early return to work,
- State the rights and shared responsibilities of John Readings and our injured employees in respect of rehabilitation,
- Outline the multidisciplinary assistance available to help an injured employee to remain at, or return to, work,
- Provide ongoing communication with the employee so that meaningful connection with the workplace can be maintained,
- Ensure confidentiality of all information,

- Describe and define the service delivery requirements of approved rehabilitation program providers,
- Provide ongoing monitoring and evaluation of the program's implementation and update as necessary in order that it remains effective and achieves its aims in benefiting all concerned.

The divisional directors, general managers, managers, return to work coordinators and supervisors of all John Readings businesses are responsible for the review, agreement and implementation of this policy and supporting procedures.