

# Policy: Injury management & return-to-work



## OUR COMMITMENT:

**SM Automatic Doors Pty Ltd (SM Doors)** is committed to the return-to-work of injured employees.

As part of this commitment, we will:

- Prevent injury and illness by providing a safe and healthy working environment;
- Participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- Support the injured employee and ensure that early return to work is a normal expectation;
- Provide suitable duties for an injured employee as soon as possible;
- Ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause;
- Consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;
- Maintain the confidentiality of injured employee's records.
- Not dismiss an employee as a result of a work-related injury within six months of becoming unfit for employment.

To support the above, **SM Doors** has established the following procedures.

Notification of injuries:	<ul style="list-style-type: none"> <li>• All injuries must be notified to the Site Supervisor as soon as possible.</li> <li>• All injuries will be recorded in the Register of Injuries.</li> <li>• Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.</li> </ul>
Recovery:	<ul style="list-style-type: none"> <li>• All injured employees will receive appropriate first aid or medical treatment as soon as possible.</li> <li>• The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.</li> </ul>
Return to work:	<ul style="list-style-type: none"> <li>• A suitable person will be arranged to explain the return-to-work process to the injured employee.</li> <li>• The injured employee will be offered the assistance of a SIRA-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.</li> <li>• A letter will accompany an injured or ill employee, addressed to the physician, explaining the types of light duties that can be provided, and highlighting the benefits of returning to work at the earliest opportunity.</li> </ul>
Suitable duties:	<ul style="list-style-type: none"> <li>• An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work.</li> <li>• The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.</li> <li>• Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.</li> </ul>
Dispute resolution:	<ul style="list-style-type: none"> <li>• If disagreements about the return-to-work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.</li> <li>• If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.</li> </ul>

## CONTACTS:

**SM Automatic Doors** workplace contact for the return-to-work is:

Purpose	Name	Organisation	Contact Details
Return-to-work contact	Jeremy Michaelson	SM Automatic Doors Pty Ltd	0410 840 425
SIRA-accredited rehabilitation providers	Jane Mahon	Work Focus Australia PTY LTD	02 9304 9900
Workers' compensation Scheme Agent		GIO	13 10 10

Signed:

Jeremy Michaelson  
Director  
SM Automatic Doors Pty Ltd  
Dated: 14<sup>th</sup> April 2021

Next Review: on or before 14<sup>th</sup> April 2022