



HSE POLICY

HA-HSE-POL-008

REHABILITATION POLICY

DOCUMENT CONTROL

File Location:	Administration/Document Management/Policies
Revision Date:	29/03/2019
Reviewed By:	Victoria Brown
Authorised By:	Liz Stringer

This document remains the property of Highpoint Industries. Its contents may not be reproduced without written consent. Once printed this is an uncontrolled copy.

Table of Contents

1. OVERVIEW	3
2. SCOPE	3
3. RESPONSIBILITIES	3
3.1 Worker/Employee	3
3.2 Highpoint	3
4. REVIEW HISTORY	3

Highpoint is committed to the principle that occupational injury prevention must be maintained at the highest practicable standard, while maintaining compliance with applicable Work Health and Safety Legislation and Standards. In the event of workplace injury, Highpoint will support the rehabilitation for all employees when and where possible, to ensure a safe return to normal duties.

1. OVERVIEW

A workplace injury is 'a personal injury arising out of, or in the course of, employment if the employment is a significant contributing factor to the injury.'

Injuries can happen at work, travelling to and from work or while on a break from work. Injuries can also take place if a worker is travelling for work or visiting other workplaces or sites for the purposes of their job.

If an employee is injured during the course of their work, Highpoint will introduce workplace rehabilitation measures when and where possible.

Alternate duties will be arranged as required, so that the injured worker can return to work in a manner that does not expose them to the risk of aggravating the original injury. The rehabilitation process will continue until such time as the injured employee is certified fit to resume full normal duties.

2. SCOPE

This policy covers all Highpoint Industries' employees.

3. RESPONSIBILITIES

3.1 Worker/Employee

Actively participates in rehabilitation as soon as possible once an injury has occurred. The worker should contribute to return to work planning straight away while they wait for the insurer to assess their claim for compensation.

3.2 Highpoint

Responsible for providing care and following the legal requirements of WorkCover Queensland. Provides the worker with rehabilitation and assists them to return to work as part of their recovery. This process should start as soon as possible after the injury has occurred. Highpoint should not wait for an application for compensation, (i.e. claim) to be accepted by an insurer to commence this process. A Rehabilitation and Return to Work Coordinator will be appointed and work through the process.

4. REVIEW HISTORY

Revision Date	Section/Paragraph	Amendment