



REHABILITATION POLICY

If a person employed by Australian Recruiting is injured at work, Australian Recruiting will provide care and resources through the Workcover system so that the effects of the injury, including time off work, are reduced to a minimum.

In addition, Australian Recruiting requires that all injuries or suspected injuries are reported to a Company Representative within 24 hours so they can be investigated and if possible, the injury cause removed.

For any employee unable to perform their usual job following a work injury, Australian Recruiting will endeavor to offer alternative duties **PROVIDED THAT** the treating doctor agrees that the duties offered are within the specified physical restrictions. Australian Recruiting together with the employee will take all reasonable steps to ensure the injury is not aggravated while on alternative duties. As return to the employee's own job is expected, alternative duties are to be subject to review with the treating doctor. Every employee is expected to participate fully in the recovery and return to work processes.

Australian Recruiting wishes to assist its injured workers with the processing of medical treatment and Workers Compensation Claims, as appropriate, and will process medical certificates and claims promptly on their behalf. Please give all completed forms to the Office Manager.

If a person employed by Australian Recruiting is seriously injured at work or to and/or from work, then rehabilitation will be arranged as soon as possible. If any worker is likely to be off work for more than one (1) week or has been off work for one (1) week or more, the worker will be contacted/visited by a company representative, to ascertain if any assistance can be provided to them.

Australian Recruiting wishes to minimise time spent off work because of injuries. A return to work while the injury recovers is likely to prevent loss of fitness and depression, occupy time and maintain the social contact and daily routine provided by work.