

## Rehabilitation Policy

The Management of West Australian Mechanical Services Pty Ltd affirms that it is the responsibility of the management, working in cooperation and consultation with employees, to assist employees to remain at work or return to work in the shortest possible time should injury or illness occur as a result of their work.

Specifically, this policy means that:

- In the event of injury, West Australian Mechanical Services will ensure that immediate steps are taken to assist an employee to remain at work in accordance with medical advice.
- When an injury or illness results in absence from work, an employee will be assisted to return to work in the shortest possible time, provided it is safe and practicable to do so.
- If a return to normal duties is not possible, the employee will, where practicable, be returned to suitable alternative duties, which do not jeopardise his or her well being.

West Australian Mechanical Services commitment to rehabilitation means:

- That remaining at work or returning to work as soon as safely possible after injury or illness is a normal practice and expectation.
- Early reporting and intervention at the workplace will enable an employee to stay at work, if appropriate, or return to work as soon as possible after any work related injury or illness.
- A *Return to Work Plan* will be developed for any employee who is unable to return to work for five (5) calendar days or more. This plan will be developed as soon as it becomes clear that an absence of five (5) days or more is likely.
- Suitable duties will be provided, where possible, as part of the rehabilitation and return to work as long as they do not jeopardise the well being of the employee.
- Employees will be fully involved in their own rehabilitation.
- Participation in a return to work program will not itself prejudice any employee.
- The *Return to Work Plan* will be reviewed weekly in consultation with the employee to ensure that progress is continuing towards a complete recovery.

This policy is effective immediately and will be reviewed regularly to reflect legislative changes that may occur.

West Australian Mechanical Services employees are expected to fully cooperate in the implementation of this policy.



**Darryl Lathwell**  
General Manager  
West Australian Mechanical Services Pty Ltd.