

## Injury Management and Return to Work Policy

**FLEXI STAFF PTY LTD** is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury.

### This commitment is achieved through:

- Complying with legislative requirements;
- The provision of support and assistance to all employees who sustain a work related injury or illness;
- Aiding recovery, through the provision of suitable duties, whenever possible, which comply with the injured worker's medical restrictions.

### Management Responsibilities

- Effective implementation of the company Injury Management Policy;
- Provision of information, instruction and training on Injury Management and Return to Work Procedures;
- Provision of guidance and assistance throughout the lifecycle of the injury;
- Possessing workers' compensation (including common law damages) insurance cover for all employees;
- Providing the worker's completed claim form and medical certificates to your insurer within three (3) working days;
- Providing weekly payments, if injured, as per legislative requirements; and
- Developing and implementing a return to work program if a treating medical practitioner indicates it is needed for an injured worker.

### Employees Responsibilities

- Active participation and cooperation in the Injury Management process, including liaising with Flexi Staff and medical practitioners in the development of a return to work program.



**Company Director**

**29<sup>th</sup> October 2013**  
**Date**