

Purpose

As part of Protech Group's (Protech) promise to *Be a Positive Influence in People's Lives*, this policy has been developed to outline and define a commitment to workplace injury management, while also forming part of Protech's executive commitment to the return to work of injured employees.

Scope

This policy is applicable to internal and external Protech team members. Particularly those who are recovering from a workplace injury.

Objectives

Protech is committed to supporting the return-to-work process of injured employees to achieve successful outcomes, we do this by:

- Creating, championing, and promoting acceptance for return to work with all stakeholders.
- Providing a clear framework to support return to work activities post injury.
- Ensuring open and productive consultation with all parties in the process.
- Developing appropriate documentation to encourage all employees to return to work.
- Developing and implementing safe systems of work aimed at reducing and preventing injury causing events in the workplace.

Responsibilities

It is the responsibility of all Protech employees to act in accordance with our core values, particularly relating to injured employees completing their recovery at work. This requires all employees to:

- Provide full disclosure of any relevant information that may impact inherent role requirements.
- Embrace recover at work and where practicable provide or participate in meaningful, alternate, site-based duties aligned to an injured employee's capacity during their recovery.
- Complete regular reviews and adjustments of return-to-work programs which are proportionate and aligned to an employee's recovery as per medical advice.
- Engage all required stakeholders collaboratively throughout the return-to-work process.

Commitment

Protech management, employees, stakeholders are committed to:

- Complying with all legislative, statutory, and regulatory requirements.
- Providing notification to required parties as soon as is practicable after an incident or event.
- Developing targeted return to work programs that are empathetic to an individual's needs.
- Commencing the recover at work process as soon as practicable, with the full involvement of the worker who was injured at work, in line with each state and territory's timeframes and legislated obligations.
- Ensuring the employee is supported in their recovery.
- Participating collaboratively in the return-to-work program in good faith and in line with return-to-work Obligations and Expectations.
- Promote physical and psychological health and safety in the workplace and during recovery.
- Protecting the confidentiality of injured employees and their medical information.

Approval

Marc Meili
Managing Director

