

## Return to Work and Rehabilitation Policy

Management of the ARA Electrical companies are responsible for the development of a return to work program, in consultation with workers. The management of ARA Electrical has appointed a Return to Work coordinator who is responsible for the rehabilitation and injury management of workers. Management may appoint rehabilitation providers to assist in the rehabilitation process. Once engaged, rehabilitation providers are to maintain continual contact with the injured worker, the employer and the workers compensation insurer to facilitate an early return to work of the injured worker.

The objective of the Return to Work Program is to detail the plan of action common to all workers, from early notification through to return to normal duties or redeployment into appropriate alternative employment if required.

The Return to Work Program also includes principles that apply to workers who are returning to work whilst receiving treatment.

ARA Electrical shall report all notifiable incidents to the regulator immediately after becoming aware of the occurrence, all significant injuries to the insurer with 48 hours, and within seven days for all other injuries. ARA Electrical will participate and cooperate in the development of an injury management plan by the insurer for every worker with a significant injury. This plan will outline all the return to work activities and treatment services for an injured worker.

ARA Electrical will provide suitable duties when an injured worker is able to return to work, either on a full time or part time basis.

ARA Electrical will consult with workers and employee representatives in developing a Return to Work Program.

Workers are informed of their rights and obligations concerning workers compensation and rehabilitation.

An open communication policy encourages cooperation and participation in rehabilitation.

An injured worker will not be disadvantaged whilst undertaking rehabilitation. ARA Electrical, as the employer, and the worker will act in the spirit of the legislation to ensure the success of the system.

The successful return to work of the injured worker is of paramount concern to all parties at the worksite.

A handwritten signature in black ink, appearing to read 'Brett Chambers', written over a circular stamp or seal.

Brett Chambers  
Managing Director  
15<sup>th</sup> January 2018