



# Rehabilitation / Return to Work Policy Statement

The management of **A1 Tree Services** is committed to providing a comprehensive rehabilitation program for our employees. A1 Tree Services recognise and accept our obligations to assist workers stay at work or return to work if ill or injured as a result of work.

This policy is written with the primary objective of developing and fostering a spirit of cooperation and understanding between all parties in relation to the return to work program.

It is clear that for the Return to Work system to be effective and achieve its objectives, there is a need for employees and management of A1 Tree Services to work together.

A1 Tree Services shall educate all employees about the benefits of rehabilitation. All employees must positively respond and cooperate in programs designed to provide for early and effective rehabilitation of injured workers under the following general guidelines;

1. Rehabilitation undertaken by the injured worker will be in accordance with the Accident Compensation legislation for that state. Following an injury, rehabilitation will commence immediately or as soon as necessary to achieve an early return to work and subsequently normal duties.
2. An injured worker will be assisted to stay at work or return to work as soon as possible, in accordance with medical advice provided by the treating doctor or occupational rehabilitation provider.
3. Where necessary, suitable modifications to equipment and work practices will be made to enable an injured worker to remain at work or return to work. A1 Tree Services will allow access to our premises the treating medical practitioners to facilitate these activities.
4. If an injured employee is unable to return to pre-injury duties immediately, suitable alternative duties will be provided.
5. If an employee is totally incapacitated for 20 days or more, a return to work plan will be developed within 10 days of the injury. This will be done in conjunction with the employee, A1 Tree Services and the treating medical practitioner.
6. The progress of an incapacitated worker undergoing a rehabilitation program will be monitored by the injured person's doctor or rehabilitation provider to ensure that work does not aggravate the injury. The return to work plan will be modified accordingly.
7. While an employee is participating in a return to work program, overtime will not be made available if these hours are detrimental to the rehabilitation of that person.

The following measures will be taken to support and assist all employees who may be injured at work.

1. A1 Tree Services shall educate all managerial and supervisory personnel as to the importance of cooperation of a return to work plan / program.
2. Participation in return to work programs will not prejudice any worker. The return to work activities will be reviewed regularly in consultation with the worker to ensure that progress is continuing towards recovery.
3. A1 Tree Services encourages personal contact and support to injured employees so that they are not alienated from the company. To this end it is the responsibility of the return to work coordinator assisted by the rehabilitation provider, to act as points of contact for the injured person.

Our Return to Work coordinator is:

**LEIGH WINWOOD**

**Leigh Winwood**  
General Manager