



Injury Management Policy

CVGT Australia (herein referred to as CVGT) acknowledges that management has a responsibility to assist workers to remain at or to return to work as soon as possible following work-related injury or illness. This is to be achieved in cooperation and consultation with workers, medical practitioners, rehabilitation providers, host employers and worker compensation insurers.

The aims of this policy are to ensure that:

- in the event of work-related injury or illness, that CVGT will take immediate steps to assist the worker (s) involved to remain at or return to work in accordance with medical advice
- when an injury or illness results in absence from work, the worker(s) involved will be assisted to return to work as soon as possible, provided that it is safe and feasible to do so
- if a return to normal duties is not possible, the worker (s) will be returned to suitable alternative duties which do not jeopardize worker well-being.

CVGT makes the following commitments to injury management:

- Return to work obligations will commence immediately after CVGT receives an injured worker's Certificate of capacity or claim for weekly payments
- Early reporting and intervention at the workplace will be undertaken in order to enable the worker to stay at work as appropriate.
- Remaining at work or returning to work as soon as safely possible after injury is a normal practice and expectation.
- Modifications to work practices or duties will be made, where feasible, in order to allow workers to remain at work or to return to suitable work after injury duties.
- Suitable duties will be provided, where possible, as part of the rehabilitation and return to work arrangement so long as they do not jeopardise the well-being of the worker.
- Workers will be fully involved in their own rehabilitation and return to work arrangements.
- The confidentiality of a worker's information during the return to work and during any occupational rehabilitation activities will be guaranteed.
- Participation in a return to work arrangement will not, in itself, prejudice any worker.
- Return to work arrangements will be reviewed regularly in consultation with the worker and their health care providers to ensure that progress continues towards a complete recovery.
- All injuries or suspected injuries will be reported as soon as reasonably practicable following the accident / incident to enable return to work arrangements and / or any necessary rehabilitation to commence.
- CVGT will assist our injured workers with the processing of medical treatment and compensation claims, as appropriate, and will process all WorkCover medical certificates and claims promptly and within stipulated legislative timeframes on their behalf.
- Should an injured worker require the use of external rehabilitation providers, as part of CVGT's consultative process and legislative obligations, all workers will retain the right to select a rehabilitation provider of their choice to expedient their return to work.
- Having a Return to Work Coordinator in place will ensure compliance to legislative return to work requirements

This policy will be reviewed annually in the light of legislative, corporate and industry best practice developments. It is authorized by the Chief Executive Officer and will be displayed at all CVGT branches and on the CVGT Intranet.

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Chief Executive Officer

28.11.2013
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Date