

## RETURN TO WORK POLICY

### **Policy Intent**

This policy outlines the company's policies and procedures in this area and applies to all business units or companies in which QTEK Labour Hire Pty Ltd has an interest. QTEK Labour Hire accepts and is committed to its obligations under the various States and Territory's Acts and Regulations.

### **Suitable Duties Program**

Our suitable duties program is designed to help all injured workers return to work safely and gradually through a supervised process at our workplace. It also helps the worker gain confidence while they recover from an injury.

The program where possible matches the worker's abilities with appropriate work tasks and work hours while they recover.

The worker's treating doctor must approve the suitable duties program before a worker commences.

Suitable duties program is usually carried out at QTEK Labour Hires' workplace. However, if this is not possible, the program may be undertaken at the host employers' worksite, if the host employer has a suitable Return to Work Policy.

This type of suitable duties program is called a 'Host Suitable Duties Program' and usually runs for around four weeks.

Injured workers continue to be paid weekly compensation benefits while on a suitable duties program. The worker will be paid by Work Cover Qld. A Work Cover Qld case manager will discuss payment methods with the worker and confirm what the suitable duties program consists of.

Our suitable duties program includes office functions such as typing, data-entry envelope filling, phone answering, filing, photo-copying etc. If the injured worker is computer illiterate they may undertake a basic in-house computer training course provided by one of our staff.

### **Review Period**

QTEK Labour Hire reserves its rights to amend this policy at any time.

This policy will be reviewed annually by Managing Director, Group OH&S Manager and Manager Quality and Training in association with relevant staff.