

## WORKPLACE INJURY MANAGEMENT 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.

### **1. Management Overview**

- 1.1 All QTEK Labour Hire employees suffering from illness or injury will receive, as soon as possible, assistance and encouragement towards recovery and resumption of normal duties in the workplace.
- 1.2 It is the company's intent to comply with all provisions outlined in the relevant State and Territories Acts and Regulations.
- 1.3 QTEK Labour Hire and its associated companies will display a statement, extracted from this policy and provide copies to all employees and place such statements on any website they may control.

### **2. Policy**

- 2.1 QTEK Labour Hire is committed to the prevention of injury and illness at work.
- 2.2 QTEK Labour Hire believes Injury Management /Rehabilitation should commence as soon as possible after injury in a manner consistent with medical judgment.
- 2.3 QTEK Labour Hire will co-operate with clients providing suitable duties or employment for the injured worker as an integral part of the Return to Work /Rehabilitation process.
- 2.4 QTEK Labour Hire employees are required to participate in all Return to Work /Rehabilitation initiatives. (See Return to Work Policy)
- 2.5 QTEK Labour Hire expects employees to return to work as soon as possible after injury.
- 2.6 QTEK Labour Hire will ensure equity for employees involved in the Return to Work /Rehabilitation process. Participation in the process will not prejudice an injured worker.

### **3. Review Period**

- 3.1 QTEK Labour Hire reserves its rights to amend this policy at any time.
- 3.2 This policy will be reviewed annually by Managing Director, Group OH&S Manager and Manager Quality and Training in association with relevant staff.