

## Rehabilitation Procedure

### Objective

Craggy Range is committed to the principle of providing incident management and appropriate rehabilitation support for injured employees. This involves supporting employees that have either work related or non-work related injuries/illness, with effective rehabilitation in accordance with the Accident Compensation Act 2001.

Craggy Range will commence early intervention with suitable support and direction for employees. This will be in accordance with any medical recommendations to ensure optimal management practices are adopted. At all times the rights, welfare and confidentiality of the employee will be respected.

### Purpose

The purpose of this procedure is to establish a systematic process to assist the occupational rehabilitation of employees who have sustained an injury, illness either at work or outside of work.

### Definitions

<b>ACC:</b>	Accident Compensation Corporation who administers the Accident Compensation Act.
<b>ACC Case Manager:</b>	An ACC employee appointed to manage a rehabilitation and return to work process.
<b>Employee:</b>	A person on the Craggy Range payroll employed in a full time, part time or casual capacity to do any work.
<b>Rehabilitation:</b>	Means the restoration of employees' independence and optimal physical, psychological, social and vocational function.

### Work Related Injuries

Are those that the employee suffers while:

- at the place of employment for the purposes of the employment.
- having a break for a meal or rest or refreshment at the place of employment.
- performing tasks at another location at the direction of Craggy Range.
- travelling to or from work at the start or finish of the day if the transport is provided by the employer, and is provided for the purpose of transporting employees and is driven at the direction of the employee.

### Suitable Duties

Suitable duties may include:

<b>Alternate duties</b>	Duties that are different in the same or another area of the business altogether.
<b>Modified duties</b>	Duties that have had components removed or included in order to match the employees capacity.
<b>Meaningful duties</b>	Alternative and modified duties, including FTE variations, must be meaningful and suit the operational requirements of Craggy Range.

### Scope

This Procedure applies to all Craggy Range employees.

### Responsibilities

Managers are responsible for:

- Processing Accident/Incident Reports from employees when submitted.
- Keeping in touch with an employee while they are absent from work.
- Assisting the ACC Case Manager, injured employee and Craggy Range to achieve a successful return to work outcome.
- Providing information to ACC and the medical practitioner about the injured employee and relevant details of the claimed injury/illness.
- Providing a supportive environment for an employee on a Return to Work Plan
- Identifying suitable duties, in accordance with operational requirements.

Employees are responsible for:

- Reporting all incidents to their supervisor and ensuring that Craggy Range Accident/Incident Report for the injury/illness is submitted.
- Providing a medical certificate where time off work is related to work related injuries or illness.
- Seeking appropriate medical treatment.

- Complying with treatment plan and management of an injury.
- Participating in the development of and activating the return to work plan to achieve a successful outcome.
- Return to work when the treatment provider certifies that there is a capacity to do so.

HR Manager is responsible for:

- Ensuring medical certificates are received and early contact with the injured employee is established
- Working with the injured employee, Manager and ACC to achieve successful return to work outcome
- Maintaining records of employees’ rehabilitation process and ensuring confidentially
- Liaising with ACC to receive and reconcile the reimbursement payments.

**Procedure**

1. An employee who sustains a work related injury or illness must notify their Manager of the injury/illness as soon as is practicable to do so.
2. If medical treatment or time off work is required then the employee must provide a medical certificate to their Manager or the HR Manager.
3. ACC will determine the need for rehabilitation assistance and develop an individual rehabilitation plan where appropriate.
4. The HR Manager will work with the employee, Manager and ACC Case Manager to facilitate an early durable return to work. The primary goal shall be to return the employee to their pre-injury duties and hours wherever possible.
5. Suitable and meaningful duties to all parties will be provided when required, provided that the business needs of Craggy Range are met, to enable an early return to work for the employee.
6. Where a return to pre-injury duties is not appropriate, Craggy Range will endeavour to find suitable duties within the business where possible.

