

## Injury Management Policy

### Our Policy Statement

Dunbar Services is committed to the provision of Injury Management programs for employees who have sustained a compensable illness, injury or disability at the workplace. Injury Management is a workplace managed process incorporating employer and medical management from time of injury to facilitate where practicable, efficient and cost effective maintenance in, or return to, suitable employment.

### Our Commitment

The aim of Injury Management is to assist employees to return to their pre-injury job as early as possible, or alternatively to access the services of an approved vocational rehabilitation provider to consider options for a return to other gainful employment, either with Dunbar Services or with another employer. Dunbar Services is commitment to:

- A structured systematic approach to injury management for all employees
- To encourage the expectation that it is normal practice following work related illness, injury or disability for people to return to meaningful productive employment at the earliest possible time
- Ensure that an injury management program is implemented as early as is practical following the proper identification of the nature and anticipated duration of the incapacity
- Provide suitable alternative duties designed to assist the employees' recovery and facilitate an early return to work.
- Facilitate and monitor injury management through an in house injury management coordinator.
- In the case of permanent disability, to assist re-deployment into a permanent position if the employee meets those minimum employment standards when the vacancy arises, or to offer available resources in assisting to re-deploy the employee into another organisation.

### Our Responsibilities

In return employees have a responsibility to:

- Comply with all aspects of the Injury Management Policy and Plan
- Work in a safe and healthy manner to prevent injury or harm
- Report all work related injuries or illnesses to their supervisor
- Support fellow injured or ill employees
- Participate in the injury management process inclusive of abiding by all requirements of the return to work program

A handwritten signature in blue ink, appearing to read "John Dunbar".

John Dunbar  
MANAGING DIRECTOR

10<sup>th</sup> September 2013  
Date