

Rehabilitation Policies, Procedures and Responsibilities

Roles and Responsibilities:

Everyone has a role to play in the return to work process. The detailed procedures are in the 'Enterprise Recruitment & Wellnz Injury Management Manual'. The employee, their Manager / Supervisor and Return to Work Coordinator must make sure they are aware of their role in the return to work rehabilitation process.

These policies apply to both work and non-work injuries, both types are managed by Wellnz in conjunction with Enterprise.

All employees have the right to support, advice and representation from a health and safety representative or other nominated employee's representative (eg colleague, friend, family, union).

These policies are reviewed annually, in conjunction with the Health and Safety Manual, in consultation with Enterprise Safety Committee representatives and union representatives (if applicable).

Summary of Roles and Responsibilities

We all have a responsibility, as set out below:

Enterprise is responsible for:

- Ensuring return to work practices are applied consistently
- Supplying description of nature of pre-injury work including tasks, hours and degree of physical difficulty
- Planning and monitoring return to work activities or cooperating with the Wellnz ACC case manager, if applicable
- Negotiating a return to work plan, if appropriate
- Preparing a work task analysis, where necessary showing details of the functional demands of the pre-injury duties and suitable light duties where necessary
- Communicating regularly with rehabilitation stakeholders, such as the injured / ill employee, treatment provider, ACC and union
- Collating medical and injury management information, in conjunction with Wellnz, while maintaining privacy
- Developing and maintaining record-keeping and reporting systems for incidents and injuries.

Manager and/or Supervisor are responsible for:

- Ensuring prompt medical attention for the injured/ill employee
- Accompanying the injured / ill employee to a treatment provider, if necessary
- Telling the treatment provider about our return to work process and providing them with a work task analysis or functional job description and a list of suitable duties, where necessary
- Ensuring the injured employee is able to follow the treatment provider's recommendations
- Providing information to the ACC case manager, if applicable, such as weekly monitoring form
- Helping develop and monitor a return to work plan.

The employee is responsible for:

- Making payment/s to the medical or treatment providers for the surcharges over and above the ACC subsidies
- Asking their Supervisor for information about their job to give to their treatment provider
- Telling the treatment provider about the return to work process and if temporary suitable duties are available
- Telling their Supervisor if the treatment provider limits their capacity for any type of work
- Keeping in contact with their Manager or Supervisor
- Helping to develop, and complying with, a return to work plan
- Providing medical certificates from a registered treatment provider, when required
- Returning to work when their treatment provider certifies they are able to
- Advising their Manager and/or Supervisor and ACC case manager (if applicable) of any barriers to the rehabilitation process, with regular updates on their condition and any medical information required.

Ian McPherson
Chief Operating Officer
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