

SECTION TWELVE - INJURY MANAGEMENT/ RETURN TO WORK

Workers need to report any accident or incident that causes injury. The workplace reporting system must be followed by the worker and checked by the manager.

If the worker injury requires medical treatment reporting should align with the ACC claim.

The Manager may take responsibility for making an appointment for the injured person to see a physiotherapist or doctor and may accompany him/her to the doctor or Medical Centre.

Following accident or illness, Crom-Dig where possible, will offer duties to the worker's capability and level of fitness as determined after consultation with the worker and a medical practitioner.

The Physiotherapist/Medical Practitioner will complete an ACC form and Work Capabilities Assessment Form, to indicate what work the injured person should be capable of whilst recovering from the injury. These forms must be given to the Manager as soon as possible and where necessary the Physiotherapist/Medical Practitioner will refer the worker to other treatment providers, as required.

The Rehabilitation Plan will be developed with input from some, or all, of the following: The worker, Physiotherapist/Medical Practitioner, Worker's Manager, to ensure your return to normal duties is successful.

The manager will regularly review the plan to assess progress and provide regular support to ensure the worker's injury is managed with a view to rejoining the workforce as soon as practicable without added risk of delaying recovery.

Management will ensure a plan is put together that includes the following:

- An assessment of the worker's physical capacity to work and will incorporate a timeframe for a return to productive work.
- Investigation into any modifications required to assist worker's to return to their pre-accident employment
- Investigation of alternative work for worker's unable to return to normal duties and retrain where necessary
- Ensuring treatment options are available to aid the worker's return to work

If the worker's injury is minor or is likely to improve more quickly with activity, he/she may be able to return to his/her usual work immediately. Should the injury prevent the worker from performing their normal job, alternative duties may be assigned until recovery. The rehabilitation plan is in place to assist the worker in returning to normal duties as soon as possible. Please note

that Medical Certificates are required by your Manager for all illnesses and injuries that result in time off work.

If the worker is unable to return to work as the result of a work-related injury, Crom-Dig Ltd will pay 80% of that person's normal wage for the first week. After that, ACC will pay Earnings Related Compensation (80% of the worker's average pay based on certain period prior to the injury and depending on the duration of your recovery).

If the resulting injury or health issue means the worker can no longer work within the business the Company will, with ACC involvement and advice, assist the worker in exploring other career options or lifestyle choices