

QLD BRANCHES		 BIGLIFT CRANES AND HEAVY HAULAGE ABN: 91 146 118 925	NSW BRANCH – Head office
Ph.: 07 3277 8354 Fax: 07 3277 8358 11-19 Silica St, Carole Park, Brisbane, 4300	Ph.: 0407165304 Fax: 07 48294140 57 N. Lambs Road North Eton QLD 4741		Ph: 02 6543 2990 Fax: 02 6543 2995 13-15 Enterprise Cres, Muswellbrook, NSW 2333 Postal: PO Box 599, Muswellbrook, NSW. 2333

RETURN TO WORK PROGRAM

Return-to-Work Coordinator

Christy Elliott

Contact number: 0428 988 469

Contact Email: christye@bigliftcranes.com.au

Workplace Return to Work Policy

As employers we are committed to:

- Providing and upholding a work environment that is safe and without risk to the health of our employees, whilst continually striving to prevent work related injuries.
- Providing early rehabilitation after an injury consistent with the nature of the injury/illness, after seeking appropriate medical advice.
- Providing support to the injured employee throughout the rehabilitation process to minimise the effects of the injury and ensure that an early return to work is a normal practice and expectation.
- Providing meaningful, suitable duties/ employment for an injured employee as soon as it is safely possible, and as far as is practicable in the workplace.
- Consulting with employees and where applicable any union or committee representative to ensure the return to work program operates effectively.
- Ensuring that participation in a return to work program will not itself prejudice an injured employee.
- Providing a return to work co-coordinator for all employees.

Workplace Return to Work Plan

When an injury occurs:

- First aid will be provided immediately by a qualified first aider
- Employees are required to notify their supervisor of any injury as soon as practicable.
- The injury is notified to **Dave Hopper** or **Adam Evans** who will conduct an accident investigation with the objective of preventing a recurrence. All incidents need to be reported to the HSE Manager **Christy Elliott**
- The Company will notify the insurer: **QLD WorkCover** of any significant injury and any other injury that occurs within 48 hours.

Following an injury:

The return to work coordinator will assist in developing and complying with an individual injury management plan for an injured employee.

The return to work coordinator will maintain a case file and protect the confidentiality of this information.

Appropriate assistance will be given to workers permanently unable to return to pre-duties.

Finding suitable duties:

When an injured employee is capable of returning to work based on medical advice, an individual return to work plan will be developed offering suitable duties that will be identified after consultation with relevant parties and will be specified in writing.

All individual return to work plans will be reviewed in a structured way to accomplish the goal of return to pre-injury duties.

Involving a rehabilitation provider:

Biglift will select a rehabilitation provider that can assist employees who have suffered a workplace injury.

Manager 
RTW Coordinator 
WHS Rep 