

Rehabilitation Policy Statement

The DKW Recruitment Group are committed to the occupational rehabilitation process and seeks to establish best practice in the provision of occupational rehabilitation assistance. The Company will assist with occupational rehabilitation for employees who have sustained an injury, illness or disability. We are committed to assist the employee to full restoration of their independence and optimal physical, psychological, social and vocational function, where possible.

To ensure a safe and healthy work environment, The DKW Recruitment Group will develop and maintain a Health & Safety management system. This Rehabilitation policy is reviewed and revised every two years and/or following any organisational changes, changes in legislation, or changes in best practices.

Management Responsibilities:

- Begin coordinated, early and automatic intervention with suitable support and direction for employees in line with any medical recommendations.
- Establish an in-house capability to facilitate skilled management and support throughout the rehabilitation/return to work process.
- Create an expectation that returning to work is a normal outcome of the rehabilitation process.
- Seek support, involvement and acceptance from all employees and agencies for the return to work rehabilitation process; including consultation with employee representation where requested, as the company recognises the employee's need for support and advice.
- Establish a co-operative and consultative environment while completing return to work activities.
- Assist the employee, where a return to pre-injury duties is not appropriate, to find suitable alternate employment within the business, where possible.
- Fulfil the DKW Recruitment Group legal obligation to ensure all practicable steps are taken to ensure the safety of its employees and to assist an injured worker in vocational rehabilitation.
- At all times respect the rights, welfare and confidentiality of the employee.
- Wherever possible provide rehabilitation opportunities for employees with non-work related injuries in conjunction with ACC

Every employee is expected to share in this commitment to Health and Safety in the workplace by:

- Inform the treatment provider of suitable work available and The DKW Recruitment Group return to work process. Employees to ask the DKW Recruitment Group for a copy of their job tasks, suitable duties list and/or job description to give to their treatment provider.
- Advise the DKW Recruitment Group if the treatment provider limits their capacity for any type of work.
- Participate in the development of their Return to Work plan and comply with that plan.
- Returning to work when their treatment provider certifies that there is a capacity to do so.
- Provide medical certification from a registered treatment provider when required.
- Advise the DKW Recruitment Group of any barriers to the rehabilitation process.
- Provide The DKW Recruitment Group with regular updates on their condition and the required medical advice

The Health and Safety Committee includes senior management representatives and union and other elected Health & Safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health & Safety policies, systems and practices.

Rani Rangimoekau

(Director - DKW Personnel Ltd)
22 February 2015

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22 February 2015