

Return to Work Policy

1. Purpose & Scope

Cirka is proactive in its approach to injury management, and as such places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

The Workers' Compensation and Rehabilitation Act 2003 and the Workers' Compensation and Rehabilitation Regulation 2003 provide the legislative support for workplace rehabilitation activities.

This policy is available and will be communicated to all staff, workers, subcontractors and interested parties.

This policy has been developed as a joint worker-management agreement. Procedures have been developed to support this policy and as part of the integrated management system this policy is reviewed annually for continuing suitability.

2. Roles & Responsibilities

It is the responsibility of all Cirka team members and Managers to understand and adhere to this policy, failure to do so may result in disciplinary action up to and including termination of employment. The HR team is available to provide advice and guidance to both managers and workers relating to this policy if needed.

3. Statement

Experience has shown that workplace rehabilitation assists the healing process and helps restore a worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties and programs.

Obligations under Workers' Compensation legislation

Cirka will make return to work information available to its workers about:

- the obligations of Cirka under the legislation and how the employer is meeting the obligations; □
the rights and obligations of workers under the legislation and how workers can obtain further information about their rights and obligations;
- the name and contact details of the authorised Agent selected by the employer;
- the name and contact details of the Return to Work Coordinator, if applicable; and
- the procedure for resolving return to work issues in the workplace -
- by providing workers with this document after consulting with them about how the information will be provided to them.

Provide employment

To the extent that it is reasonable to do so, Cirka will provide suitable employment to an injured worker if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work.

To the extent that it is reasonable to do so, Cirka will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker's incapacity. This will commence from the date a

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Certificate of Capacity or a Worker's Injury Claim Form in which weekly payments are claimed is received from the worker or from when the authorised Agent notifies us of receipt of same (whichever is the earliest)

Planning for Return to Work

From the time that Cirka receives a Worker's Injury Claim Form in which weekly payments are claimed or the initial Certificate of Capacity from the worker or the authorised Agent notifies us of receipt of same (whichever is earlier), Cirka will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker.

As part of that planning, Cirka will:

- obtain relevant information about the injured worker's capacity for work;
- consider reasonable workplace support, aids or modifications to assist the worker's return to work
- assess and propose options for suitable employment or pre-injury employment;
- engage in consultation about the return to work of the worker; and
- provide the worker with clear, accurate and current details of their return to work arrangements; and
- monitor the worker's progress as often as is necessary to enable the worker to return to work in employment which is consistent with the worker's capacity for work.

Consult About the Return to Work of a Worker

Cirka will, to the extent that it is reasonable to do so, consult with the worker, the worker's treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work.

Cirka will consult with the parties listed above by:

- sharing information about the worker's return to work
- providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and
- taking those views into account.

Cirka will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return to work process.

Cooperate With Labour Hire Employers

If Cirka hires labour hire workers and the worker suffers an incapacity for work resulting from or materially contributed to by an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan a worker's return to work and consult about the return to work of a worker to facilitate the worker's return to work.

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Resolution of Return to Work Issues

The relevant procedure specified in the Return to Work Direction (Ministerial Direction) Issue Resolution Process.

Worker's Return to Work Rights and Obligations

Injured worker rights are:

- To be provided with return to work information and be consulted about how that information is to be made available
- To the extent that it is reasonable for Cirka to do so, to be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the legislation.
- To be consulted by Cirka about planning their return to work.
- To be provided with clear, accurate and current details of their return to work arrangements as part of planning for their return to work.
- To the extent that it is reasonable for Cirka to do so, to be consulted and be provided with information about their return to work. The injured worker must be given a reasonable opportunity to consider and express their views about their return to work and have those views taken into account.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

Injured worker's obligations are:

- In co-operation with Cirka and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work.
- In co-operation with Cirka and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment.
- To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service.
- To actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of Cirka and/or the Agent.
- To actively participate and cooperate with the representative of the Agent in an interview to enhance their opportunities to return to work, as required.
- If an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

4. Contacts

Cirka's Return to Work Coordinator is Kate Smith, HR Manager, 03 9448 2209.

Cirka's WorkCover Agent is Gallagher Bassett and can be contacted on 03 9297 9000.

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5. Policy Approval

The Company reserves the right to change or delete this policy at any time.

Signed:

A handwritten signature in black ink, appearing to be "MSD".

Dated: September 2020