

# Rehabilitation Policy



**multiskilled**  
RESOURCES  
AUSTRALIA

## About Multiskilled

Multiskilled Resources Australia (Multiskilled) is a focused and environmentally friendly provider of Electrical Engineering services and solutions.

## Our Commitment

Multiskilled is committed to assisting employees who have sustained workplace related injuries or illness to return to full and gainful employment. Through consultation with all relevant parties we will establish for any such employee a management plan detailing their rehabilitation.

Both physical and psychological conditions shall be accommodated.

Workplace Rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs, to facilitate the injured / ill employee's earliest possible return to work, or, if return to work is not possible, to maximise independent functioning.

## Our Desired State

Multiskilled is an organisation in which:

- ☺ Rehabilitation is normal practice and an expectation within this workplace;
- ☺ Rehabilitation commences as soon as practicable after the injury/illness, in a manner consistent with medical advice;
- ☺ The goal, through a rehabilitation plan, is to return the injured/ill person to his/her normal duties;
- ☺ A team approach to rehabilitation is used, with cooperation, consultation and confidentiality being key requirements for all persons involved;
- ☺ At all times the rights, welfare and confidentiality of the employee are respected.

## What Multiskilled will do

To achieve our desired state Multiskilled will:

- ☑ Support EARLY REFERRAL to rehabilitation services / rehabilitation coordinator;
- ☑ Support the injured/ill employee by ACTIVE INTERVENTION;
- ☑ Ensure rehabilitation in the workplace begins as SOON AS PRACTICABLE so that the employee's maximum physical, psychological and social potential can be restored;
- ☑ Return the employee to pre-injury/illness position if possible by encouraging an EARLY RETURN TO WORK, using established rehabilitation procedures;
- ☑ Accept rehabilitation practices as PART OF MANAGEMENT FUNCTIONS within the organisation;
- ☑ INVOLVE the injured or ill employee actively in the process of the rehabilitation program;
- ☑ SUPPORT RESTRICTED HOURS of work for employees who are unable to perform a full day's duties;

- ☑ Ensure the injured/ill person retains the RIGHT TO RECEIVE TREATMENT FROM WHOMSOEVER they wish, subject to Multiskilled's right to have the injured/ill person examined by a doctor of its choice.
- ☑ CONTINUOUSLY IMPROVE our policy and processes so they operate effectively by consulting with employees or their representatives.
- ☑ Provide appropriately QUALIFIED EXPERTISE to support our policies.

Multiskilled is also committed to facilitating the return to work of employees with non-work related injuries or illnesses.

## What you should do

To facilitate the optimum outcome:

- ☑ REPORT an injury or illness to your Team Leader as soon as practicable.
- ☑ Be prepared to INVOLVE yourself and work with us to achieve full rehabilitation.
- ☑ Understand and FOLLOW all procedures and practices

## Accountability & Responsibility

All staff are responsible for their own rehabilitation and all Managers are accountable for rehabilitation and to apply this policy and its elements in their areas. (this includes the provision and education of suitable information and guidance).

## Supporting Standards & Procedures

Multiskilled will continue an ongoing process to establish, apply and improve the necessary information and guidance for employees. Controlled versions of these shall be available via our computer based Information Console.

## Review

This policy will be reviewed bi-annually and at other times should changes in: legislation; business organisation and roles or feedback and experience necessitate it.

## Where to get more information?

If you want or need more information, please consult with your Team Leader.

Paul Brooker  
General Manager

Ken Hipwell  
Director

Doug Lithgow  
Director