WHS Injury Management Policy

If you require assistance with understanding any aspect of this document, please contact your WHS Team.

Robert Walters is committed to the management of work health and safety and the prevention of accident, injury and illness in the workplace. Robert Walters is also committed to the provision of workplace rehabilitation for workers (employees and temporary workers) whose work capacities are affected by injury or illness.

The objectives of Robert Walters' Injury Management Policy and Procedures are to:

- Assist the injured or ill worker to continue working in their normal job where appropriate.
- Provide workplace rehabilitation plans that are goal directed – to return to normal work as soon as possible.
- Ensure that rehabilitation is commenced as soon as possible after injury/illness, consistent with medical opinion.
- Consultation, cooperation and coordination with Host Employers (Clients) to participate in developing suitable duties and return to work programs for injured Robert Walters' temporary workers placed.
- Develop a Return-to-Work Program (RTW) for the management of workers who are injured at work and to ensure this program is consistent with Robert Walters insurance company's Injury Management Program.
- Provide medically approved suitable duties (time limited and where reasonably able) to the injured or ill worker as a means of preparing for a return to their normal job.
- Ensure that workers are informed of their rights and responsibilities, are involved in all decisions/actions related to their rehabilitation and assured that confidentiality will be maintained.
- Provide delivery of appropriate information and training to all personnel involved in rehabilitation practices and procedures in line with designated responsibilities.
- Prevent injury and illness through maintaining a safe and healthy working environment and an effective WHS Management System.
- Consult with workers, and unions if applicable, to ensure effectiveness of RTW Plans to ensure their welfare is maintained at all times.
- Ensure that participation in a RTW Plan will not result in the discrimination of an injured worker.

It is the responsibility of Managers to ensure injured or ill workers are provided with prompt and appropriate workplace rehabilitation. The development and management of workplace rehabilitation programs is overseen by Robert Walters' WHS Advisor.

This policy forms an integral part of the Robert Walters' WHS Management System. These provisions are reviewed regularly in line with audit schedules, corporate changes and where alternations in legislation occur.