



Rehabilitation Management and Return to Work Policy

Engineering Building & Infrastructure (PDY Ltd) is committed to the health and recovery of every employee. In line with our identity as a safe, disciplined and reliable workplace, we allocate all necessary resources to support workers injured or made ill on the job. Our goal is a timely, safe and durable return to work – minimizing the impact of injury or illness – consistent with the National Return to Work Strategy. Return-to-work programs help employees stay active and recover health, allow our company to retain skills, create safe work environments and reduce the costs of long absences. We view early recovery as a shared goal: all stakeholders (employer, employee, health providers) must work together for a positive return to work.

Scope. This policy applies to all employees of Engineering Building & Infrastructure (full-time, part-time, permanent, temporary and casual) who sustain a work-related injury or illness. It does *not* cover visitors, independent contractors, labour-hire staff or volunteers. All our employees are covered by this policy and the associated rehabilitation procedures.

Objectives. Our rehabilitation and RTW program aims to:

- Ensure *early intervention* and treatment – promptly assess all work-related injuries/illnesses and facilitate quick access to medical care and rehabilitation.
- Develop an individualized **Return to Work Plan** in collaboration with the injured worker (and their doctor) to set clear recovery goals and timelines. A good RTW plan helps an employee return to appropriate duties or stay at work safely while recovering.
- Provide **meaningful suitable duties** aligned with medical advice – as soon as an injured worker has capacity, we will adapt tasks or assign alternate duties so they remain connected and productive on the job.
- Support *safe, timely and durable recovery* – per best practice, our policies will assist injured workers to access needed treatment and rehabilitation and lay out the concrete steps we will take to achieve a safe, timely and lasting return to work.
- Preserve employee skills and morale and reduce downtime – by keeping injured workers involved and returning them to pre-injury duties as soon as practicable.
- If an injured employee cannot return to their former duties, work with external agencies (e.g. rehabilitation services, employment programs) to help them find a **meaningful and fulfilling role in the community** momentumbuilt.com.au.

- Comply with all workers' compensation laws and guidelines – for example, NSW employers must maintain a documented RTW program and review it regularly. We will review and update this policy and related procedures at least every two years to ensure continuous improvement.

Early Intervention. We encourage all managers and employees to report injuries or symptoms immediately. Acting early is critical to recovery – the sooner we respond to early warning signs, the quicker a worker can get the right treatment and support. Our company will ensure that injured workers receive prompt medical assessment and, when safe and appropriate, rapid entry into our rehabilitation program. Early intervention by providing treatment, physiotherapy or other supports can reduce injury impact, shorten recovery times and improve health outcomes for both the employee and the workplace.

Return to Work Program and Planning. We maintain an **integrated Return to Work (RTW) program** that outlines all processes for managing work-related injury or illness. When an injury occurs, our RTW Coordinator will promptly engage with the injured employee to develop a written RTW plan. This plan is created *in collaboration* with the worker and (when appropriate) their treating doctor and our insurer. The plan will set out the medical restrictions, proposed duties, goals and review dates. Research shows that workers fare better when they stay at or return to some work (even modified duties) rather than remaining away long-term.

Each RTW plan will include **suitable duties**: these are tasks that match the employee's current capacity, tailored to medical advice. We commit to arranging meaningful alternative duties that help the worker remain productive during recovery¹. For example, a heavy-lifting role may be swapped for supervisory or clerical tasks until full capacity returns. If permanent job changes are needed, we will explore other placements in the business or train for new roles.

Roles and Responsibilities. Successful rehabilitation is a team effort:

- **Employer/Management:** We will provide leadership, resources and a supportive environment. As required by law, we have established this RTW program to align with our workers' compensation insurer's injury management system. Management must ensure the program is implemented, that appropriate training is provided, and that facilities (such as ergonomic equipment or medical aid) are available. We must also comply with our Work Health & Safety obligations by identifying and controlling hazards to prevent injuries. Importantly, we will consult workers (and any union representatives) in developing and operating the RTW program. At least every two years, we will review and update this policy and related procedures to keep them current.
- **Return-to-Work Coordinator:** We appoint a qualified RTW Coordinator to manage the day-to-day rehabilitation process. The Coordinator's duties include liaising with the injured employee, supervisors and healthcare providers (e.g. the worker's nominated treating doctor, our insurer, and approved rehabilitation providers). They will help create and monitor the RTW plan, arrange suitable duties, communicate progress to all parties, and address any barriers to recovery. The Coordinator also maintains documentation of each case and follows up regularly to ensure the plan stays on track.

- **Employee:** Injured workers must promptly report any injury or illness. They are expected to communicate honestly about their condition and to cooperate in the rehabilitation process. This includes authorising their treating doctor to share relevant information with us and our insurer (e.g. via certificates of capacity). Employees should follow all reasonable medical advice and make every effort to return to work as their condition allows. Participation in the RTW program is encouraged and does *not* affect any rights or benefits – being involved in rehabilitation “will not, of itself, prejudice” the employee momentumbuilt.com.au. (Conversely, workers’ compensation legislation may reduce benefits if a claimant unreasonably refuses suitable duties or cooperation.)
- **Medical and Rehabilitation Providers:** Injured workers have the right to choose (or *nominate*) a treating doctor, who will help manage their recovery. We will also offer access to accredited workplace rehabilitation providers if specialized rehabilitation services are needed. These providers have been informed of our early intervention approach and will work with us to prevent long-term disability. Our Coordinator will coordinate all external medical or rehab services to ensure they align with the RTW plan.
- **Other Stakeholders:** We will keep affected supervisors and colleagues informed (respecting confidentiality) about the RTW arrangements so they can assist in integrating the employee’s adjusted duties. If the situation requires, we will collaborate with external agencies or support services (such as vocational rehabilitation schemes or employment services) to help place the worker into a suitable role, whether within our organization or the wider community momentumbuilt.com.au.

Consultation and Communication. Open communication is vital. We will provide employees with information on workers’ compensation claims, their right to choose a doctor, and how our RTW program works. Employees and their representatives (e.g. union or health & safety committees) will be consulted on any changes to RTW procedures. The RTW Coordinator will maintain clear, respectful dialogue with the injured worker, answering questions and keeping them updated. All employees will be made aware of this policy (posted on noticeboards/intranet) and the procedures available on request. Our goal is a “no blame” culture that encourages reporting and cooperation.

Continuous Improvement. We will keep records of all injuries, rehabilitation activities, and outcomes. Statistics and case reviews will be used to evaluate the effectiveness of our program. Regular analysis helps us identify trends or areas for improvement in our health and safety management system. In accordance with best practice, we will review and update this policy and our procedures periodically (at least every two years) to ensure they remain effective and compliant.

Engineering Building & Infrastructure is dedicated to supporting injured workers through every step of recovery. By providing early medical treatment, tailoring work duties, and collaborating with employees and experts, we strive to return people to safe, meaningful work as quickly and fully as possible

This policy will be reviewed at least annually or whenever there is a significant change in our operations or legal requirements. Any updates will be approved by the Board. The next review date 11/07/2026.