

# Injury Management Policy

Our purpose is to build outstanding people, strong customers and great communities.

It is the objective of PERSOL | Programmed to minimise the impact of an injury to its employees by providing a planned, efficient and systematic approach to the rehabilitation and compensation process in accordance with jurisdictional and legislative requirements. PERSOL | Programmed is committed to providing the necessary support to any employee who incurs a work related injury or illness to enable the employee to safely remain at work, or return to work as soon as possible within their functional capacity by:



Maintaining a positive injury management culture by encouraging active participation in the early intervention and return to work process and ensuring employees will not be disadvantaged by participation in a workplace rehabilitation program.



Providing employees with information and instruction on their rights, responsibilities and accountabilities regarding claims for work-related injury or illness, rehabilitation and return to work and allowing access to support person/s where requested.



Consulting with employees, and where applicable their nominated representative and treatment providers, to ensure that the workplace rehabilitation program operates effectively.



Providing an injured employee with meaningful suitable duties, where practicable, and ensuring that return to work is achieved as soon as possible.



Ensuring the process of workplace rehabilitation is commenced as soon as possible following an injury or illness through access to appropriate medical treatment.



Facilitating effective communication with all parties as appropriate to the claim.



Ensuring the security and confidentiality of records in relation to claims, rehabilitation and personal medical information obtained for the purpose of managing workplace injury/illness and/or rehabilitation.



Endeavouring to support injured employees who have sustained a non work-related injury or illness where reasonable to do so and without risk to safety.

This policy applies to all activities undertaken by PERSOL | Programmed.

**Francis Koh**  
CEO Persol APAC