

Rehabilitation Policy



1. Our Commitment

Mercury Bay Hi-Ab Services Ltd is committed to Healthy Work and Wellbeing by ensuring an early and safe return to work for employees following an injury/illness, regardless of where the injury/illness occurred. By developing a return-to-work plan, this may involve external parties e.g. treatment provider/s, ACC, employee representative etc.

Workers are protected by this policy when they have received an injury or illness to be able to return to conducting work duties that they are able to do.

This policy will be made available to all workers. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time

2. When will this policy apply?

The return-to-work policy may apply when an employee has sustained an injury or illness that results in an inability to perform their usual role or when an employee is having difficulty maintaining their pre-injury/pre-illness duties.

3. Our response

- Start the return-to-work planning as soon as possible after an employee's injury/illness
- The supervisor/manager will contact the employee to arrange a return-to-work plan meeting.
- Facilitate a safe return to work. This may mean a graduated return to work on temporary suitable duties (modified or alternative) which are in line with medical certification.
- Ask an external provider to assist with the return-to-work planning if required.

4. Employee obligations

- Notify the supervisor/manager of any absence due to injury or illnesses within one working day
- Provide an initial medical certificate to their immediate supervisor within 2 days (unless agreed differently with the employer); ongoing certificates will be provided to the supervisor/manager within 1 working day
- Attend & participate in meeting/s to discuss capability to return to work; preferably in person, & if this is not viable, by phone
- Remain available at all times for rehabilitation, assessments & the possibility to return to work on reduced hours or alternative duties

Mercury Bay Hi-Ab Services Ltd will ensure the employee's medical practitioner or relevant rehabilitation provider is kept informed in order to ensure that the return-to-work plan is appropriate, safe & sustainable.

Mercury Bay Hi-Ab Services Ltd &/or the employee may ask at any time to review the return-to-work plan or process if there are any concerns.

A more formal review may be triggered by frequent short-term or long-term absences:

This review will look at any further action or assistance required to improve &/or support the employee's gradual return to work, attendance & well-being.

Officer Name:		Officer Signature:	
Date:		Review Date:	



Sign off

Please sign below to indicate that you have read and understood the Rehabilitation Policy.

Date	Name	Signature