

## RETURN TO WORK POLICY

Hunter Mason is committed to creating a safe and supportive work environment. We aim to minimise the risk of illness and injury while ensuring an efficient and positive return to work for employees who have been affected. Our approach emphasises prevention, open communication, and a structured recovery process to facilitate a safe and productive return to work.

### Objective

To prevent workplace injuries and illnesses, we aim to provide a systematic framework that supports employees during their recovery and ensures a smooth transition back into their roles.

### Scope

This policy applies to all Hunter Mason employees and contractors. It details the measures implemented to address workplace injuries and illnesses and support recovery and reintegration.

Hunter Mason is committed to:

- Investigating the causes of incidents that result in injuries or illnesses to prevent future occurrences.
- Thoroughly documenting all incidents and informing relevant authorities and stakeholders, including SafeWork/WorkSafe, police, emergency services, and insurance providers.
- Collaboratively developing appropriate, capacity-based duties\*\* to enable injured employees to return to work promptly.
- Supporting employees during the rehabilitation process\*\*, promoting their well-being and encouraging a positive and productive return to work.
- Ensuring the Return to Work (RTW) Coordinator engages with injured employees\*\*, their medical practitioners, and other service providers to facilitate effective recovery and reintegration.

### Implementation

Hunter Mason ensures the effective application of this policy by:

- Maintaining open, consistent communication with injured employees throughout their recovery.
- Providing training and resources for managers and the RTW Coordinator to implement the policy effectively.
- Reviewing incidents and implementing corrective actions to prevent future occurrences.
- Conducting regular reviews of this policy to ensure it remains relevant and effective.



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