JER-8000-MGT-PRO-0043 Injury Management & Rehabilitation

(AS/NZS, ISO 45001:2018, Clause 4.2)

1 INTRODUCTION

The management of a workplace injury is critical to ensure that the worker returns to work as soon as reasonably practicable; thereby improving the effectiveness of the rehabilitation process.

The purpose of this procedure is to define the general requirements for the management of the rehabilitation and return to work of KGL Resources employees after sustaining an injury or illness, whether sustained in the workplace or not, and for managing the return to work of KGL Resources employees.

2 SCOPE

This procedure covers:

- General requirements
- KGL Resources responsibility
- Worker responsibility
- Record management

This procedure applies to all KGL Resources employees. Requirements for reporting incidents are detailed in KGL Resources' Incident Management Procedure.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)
- Return to Work Act 1986 (NT)
- Return to Work Regulations 1986 (NT)

4 DEFINITIONS

Fitness for Work	Workers are required to be in a condition that allows them to perform their work safely and productively. Factors that affect optimum work capabilities/performance include injury, fatigue, illness or sickness, nutrition, lifestyle, personal matters, stress and the misuse of drugs and alcohol. These factors have the potential to increase the risk to the worker and those around them. See KGL Resources' Fitness for Work Procedure for further information.
Suitable Duties Plan	A plan that details the range of duties selected for a Worker who is unable to perform their usual role, determined in consultation with the Worker and Relevant Parties.
Rehabilitation Provider	An individual or an organisation that provides a range of rehabilitation services to assist injured/ill workers return to work.

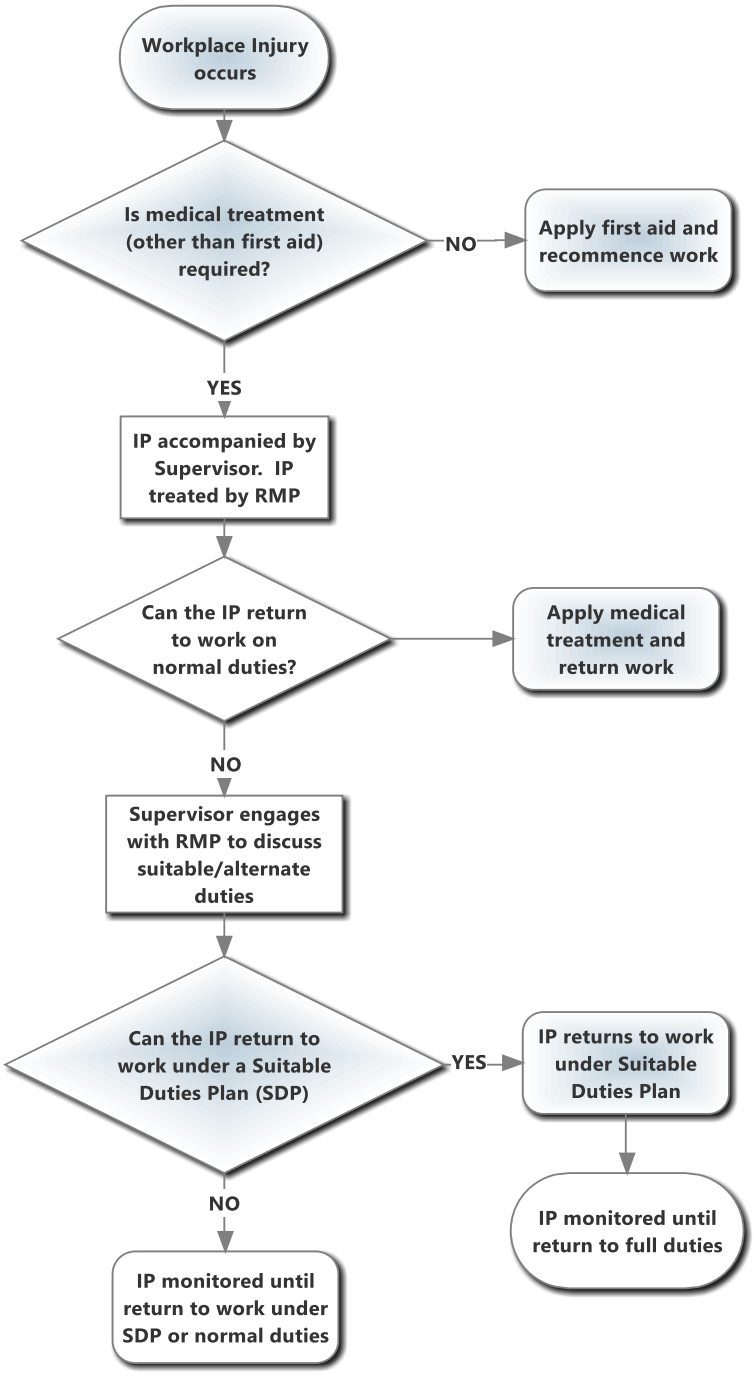
Relevant Parties	Relevant parties may include the Worker, Supervisor, Registered Medical Practitioner, Return to Work Coordinator, Rehabilitation Provider and others.
Registered Medical Practitioner (RMP)	A Doctor or someone under their direct supervision with experience in health monitoring who evaluates the fitness and well-being of Workers for the roles and functions they undertake. The RMP will undertake both the Fitness for Work assessments and contribute to Suitable Duties plans.

5 RESPONSIBILITIES

Senior Leadership Team	1. Facilitate the development, revision and communication of this procedure and the referenced standards. 2. Provide adequate training, resources and support to ensure the requirements of this procedure can be fulfilled. 3. Fulfil due diligence obligations with respect to suitable duties. 4. Conduct management review of the suitable duties program.
Safety Manager	1. Procedure owner. 2. Ensures procedure is fit for purpose and meets all applicable legislative requirements. 3. Recommends authorisation of this procedure by the Managing Director and authorises change and implementation of this procedure. 4. Supports workers and managers in the implementation and operation of this procedure in the business. 5. Recommends change or improvement to this procedure. 6. Provide employment advice relating to return to work. 7. Maintain a Register of Workers who require reasonable adjustments to their workplace. 8. Maintain a Register of Registered Medical Practitioners who have been procured to provide services in accordance with this procedure. 9. Undertake the role of Return-to-Work Coordinator.
Managers and Supervisors	1. Report all incidents as soon as practicable. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure. 3. Participate in the determination of Suitable Duties. 4. Support Workers who are unable to perform their usual role. 5. Review Suitable Duties plans periodically.

Workers	1. Maintain personal fitness for work. 2. Raising any fitness for work concerns about themselves and others with their supervisor and/or Human Resources representative. 3. Comply with the reasonable direction of a supervisor or line manager relating to WHS and any applicable Suitable Duties Plan. 4. Comply with this procedure.

6 INJURY MANAGEMENT IN THE WORKPLACE



Step 1

If a KGL Resources employee is injured in the workplace, the Supervisor must ensure that the injured worker is attended to as soon as possible. Where medical treatment other than first aid is required, and wherever practicable, the Supervisor or the Return-to-Work Coordinator shall accompany the injured employee to the RMP.

Step 2

In conjunction with the initial treatment by the RMP, the Supervisor will discuss with the treating RMP the KGL Resources injury management program and the return to work options. Support should be sought from Return-to-Work Coordinators. If the Worker is not fit to perform their usual duties but the treating RMP advises that they are fit to perform suitable alternate duties, every effort must be made by the Supervisor in conjunction with the Rehabilitation Provider (if one has been appointed) and the Return to Work Coordinator to identify Suitable Duties so that the Worker can return to work as soon as possible. A "Letter to The Treating Doctor "must be provided to the treating Doctor covering KGL Resources support for a return to work as soon as reasonably possible.

Step 3

The Return-to-Work Coordinator and RMP will liaise with all relevant parties to develop a Suitable Duties plan (see Appendix 3) to enable the Worker to return to work as soon as possible.

The aim of the Suitable Duties plan is to facilitate a return of the Worker to their pre-injury employment. If this is not possible due to permanent medical restrictions, KGL Resources will assist Workers using the following hierarchy:

- Modified job, same workplace, same employer
- Different job, same workplace, same employer
- Different job, different workplace, same employer
- Different job, different workplace, different employer.

Preferred hours:

- Full pre-injury hours
- Graduated return to pre-injury hours.

The Return to Work Coordinator or Rehabilitation Provider will document the Suitable Duties Plan and provide all relevant parties with a copy. All the relevant parties including (as a minimum) the Worker, Supervisor, treating RMP and the Return to Work Coordinator must sign an agreement to this Plan prior to implementation.

Ongoing Support

- The Return to Work Coordinator will assess the need for referral to an external Rehabilitation Provider for assistance in the Suitable Duties process;
- Supervisors are actively encouraged to make regular contact with the Worker to ensure that they do not feel abandoned by their work team, unless it is not in the best interests of the worker and/or the organisation;
- Regular meetings to review progress with this plan will be held at least every two weeks or when work restrictions change.

A Suitable Duties Plan may also be established for non-workplace injuries or illnesses, where the worker cannot perform their normal role.

7 REHABILITATION

A Rehabilitation Provider is an individual or an organisation approved by NT WorkSafe to provide a range of rehabilitation services to assist Workers return to work. Not all Workers will require referral to a Rehabilitation Provider. The need for the involvement of a Rehabilitation Provider will be assessed by the Return-to-Work Coordinator, who will subsequently refer Workers for occupational rehabilitation as appropriate.

In circumstances where an injury is likely to be prolonged and/or recovery is not proceeding according to expectations, referral to the Rehabilitation Provider will be considered.

Workers retain the right to nominate an accredited Rehabilitation Provider of their own choice, and to request to change providers during rehabilitation. The Worker or the treating RMP may also refer to an accredited Rehabilitation Provider for an initial assessment.

Where work cannot be found suitable due to a Worker's capacity, restrictions, age, education, skills, experience, normal place of work and place of residence, a Rehabilitation Provider will be engaged to provide the Worker with assistance with:

- Vocational assessment and counselling
- Advice or assistance regarding job seeking and
- Advice or assistance in arranging vocational training.

8 MECHANISM FOR CONSULTING WORKERS

Workers may be contacted by the Return-to-Work Coordinator at their home address by telephone during normal working hours or in writing to arrange meetings with Workers to discuss and arrange aspects of the Suitable Duties Plan. Workers may choose to meet at the workplace or at their home.

9 DISPUTE RESOLUTION

Any disputes over the Suitable Duties process shall be resolved as follows:

- In the first instance, via consultation between relevant parties. The emphasis is on reaching agreement;
- If the dispute remains unresolved, the relevant parties will meet with the Project Director to resolve the dispute;
- Finally, if the dispute remains unresolved, the Return-to-Work Coordinator will advise the Worker of their right to contact NT WorkSafe's Mediation Service to assist resolve the dispute.

Workers are encouraged to resolve disputes internally and to contact WorkCover only if the above steps have failed to resolve the dispute.

10 RESPONSIBILITIES

10.1 Managers And Supervisors

Engage with Human Resources prior to commencement. Focus on job outcomes – identify the inherent requirements of the job so that appropriate reasonable adjustments can be considered.

Supervisors shall evaluate each situation on its individual merits, obtaining advice from competent persons through their line management where appropriate and take appropriate actions to take care of the Worker. Ensure regular reviews take place on the plan and follow-up on a regular basis.

Managers and Supervisors can consider the following:

- Offering part time arrangements or a gradual return (i.e. reducing working days per week and/or hours);
- Engage a rehabilitation provider to conduct psychological support/counselling;
- Engage a support/mentor in the workplace;
- Flexible working arrangements (i.e. alter bandwidth and core times);
- Job content/responsibilities (i.e. reduce duties and tasks performed and build in a gradual increase to pre-injury duties);
- Training needs

10.2 Workers

Workers shall immediately notify their supervisor should they, for any reason, believe that their physical or psychological fitness is such that the Suitable Duties plan is no longer appropriate to their needs.

Workers should:

- Cooperate with KGL Resources efforts to find suitable duties and return to work as soon as it is safe to do so;
- Discuss with their manager or Supervisor their medical condition and how it affects them in the workplace;
- Provide medical information and documentation regarding the condition;
- Assist the Manager or Supervisor in identifying barriers in the workplace that may prevent them from performing effectively;
- Assist the Manager Supervisor in identifying any reasonable workplace adjustments that can be made;
- Participate and co-operate in the development of the Suitable Duties plan;
- Attend regular meetings to review and discuss any problems with the plan;
- Participate in treatment and co-operate with recommendations made by the treating doctor/specialist and/or rehabilitation provider;
- Inform their Manager or Supervisor and/or rehabilitation provider immediately if any difficulties are encountered with the duties on the plan.

11 CONFIDENTIALITY

Managers, Supervisors and Workers must recognise the sensitivity of Suitable Duties processes and ensure any discussions or dealings are dealt with and managed in a confidential way.

Confidentiality and privacy shall be maintained at all times. Private and confidential medical information will only be passed onto another party with the consent of the person concerned, or where there is a specific legal requirement to do so.

Results of health assessments provided to management will be limited to the classification of the Workers fitness; e.g. fit for work, fit with (specified) restrictions, temporarily unfit, etc.

12 INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must provide workers with information on injury management matters including knowledge of KGL Resources consultative mechanisms for raising work health and safety matters. This procedure is also communicated during project inductions.

Managers and supervisors must ensure that workers undertaking injury management are adequately supervised by a competent person, especially if they are undergoing training or are unfamiliar with the working environment.

13 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

14 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

15 RELATED DOCUMENTATION

JER-8000-MGT-FRM-0011	Incident Report
JER-8000-MGT-FRM-0020	Suitable Duties Plan

16 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

17 APPROVAL

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Project Director