

## INJURY MANAGEMENT AND REHABILITATION POLICY

**BH Mining & Civil Value is Safety and is resolutely committed to injury prevention programs in the workplace to achieve the BH Mining & Civil Vision and Mission and the ultimate goal of zero harm.**

It is the aim of BH Mining & Civil to minimise the impact of injury to its staff and other persons by providing the resources for a planned and systematic approach to the management and continuous improvement of the workers rehabilitation and compensation systems. In the event of a workplace injury or illness BH Mining & Civil is committed to ensuring that employees are provided with timely and equitable claims management together with effective rehabilitation as well as return to work opportunities within their functional capacity. BH Mining & Civil will also ensure that staff and employees have access to their legal entitlements for workers compensation. This is achieved by:

- Providing employees with information and instruction on their rights and responsibilities regarding claims for workers' compensation, rehabilitation and return to work.
- Ensuring the process of workplace rehabilitation is commenced as soon as possible following an injury and in accordance with medical advice and relevant legislation.
- Ensuring employees are provided with access to appropriate medical treatment following a workplace injury and/or illness that incorporates early assessment and the involvement of rehabilitation specialists when required.
- Providing an injured employee with meaningful suitable duties where practicable as an integral part of the workplace rehabilitation process and ensuring that return to work is achieved as soon as possible by an injured employee.
- Consulting with employees and where applicable their nominated representative to ensure that the workplace rehabilitation program operates effectively, including regular consultation throughout the injury management process.
- Ensuring the employee will not be disadvantaged by participation in a workplace rehabilitation program.
- Ensuring the security and confidentiality of records in relation to claims, rehabilitation and personal medical information obtained in order to manage workplace injury and/or rehabilitation.
- Establishing and maintaining legislative compliance for rehabilitation
- Facilitating effective communication through the dissemination of relevant information to all staff and employees.
- Maintaining a positive injury management culture through encouraging active participation in the early intervention and return to work process.

Signed



Brian Hoare  
**Managing Director**  
**BH Mining and Civil Pty Ltd**

Dated: 18 September 2015