



REHABILITATION POLICY

O'Donnell Griffin is committed to assisting all employees with work related illnesses or injuries to return to normal function as soon as possible through individual rehabilitation plans and involving all parties concerned in the rehabilitation process subject to medical advice.

To achieve these objectives, O'Donnell Griffin will:

- Prevent injury or illness by providing a safe and healthy working environment;
- Commence rehabilitation, consistent with medical advice, as soon as possible after an injury or illness has become apparent;
- Ensure an employee's return to work, as soon as possible after an injury or illness, is normal practice;
- Where possible, provide medically approved and time-limited suitable, alternative or modified duties for injured or ill employees;
- Respect the confidential nature of medical information and ensure there will be both verbal and written confidentiality;
- Consult with staff to improve workplace health, safety and rehabilitation programs and review of the Policy and Procedures every 3 years, or as required as changes to legislation occur; and
- Ensure participation in a rehabilitation program will not disadvantage any employee who is injured in the course of employment.

O'Donnell Griffin recognises that work performs an essential role in maintaining an individual's self esteem and provides important social and economic factors for physical and psychological well-being, and also recognises that all parties have a social and economic interest in ensuring that people return to work safely and as soon as possible following injury or illness.

This signed statement confirms our personal commitment to this Policy.

A handwritten signature in black ink, appearing to read 'D. Rafter'.

David Rafter
Chief Executive, Norfolk Electrical & Communications and Norfolk International.
Issued June 2009