



PACM

Parakeelya Architecture +
Construction Management

Recovery & Return to Work Policy

Parakeelya Architecture and Construction Management (PACM) are committed to the return to work of our injured employees to reduce the negative impact that long-term work absence has on health and wellbeing. It's PACM's view that remaining an active team member while recovering from work-related injuries is good for the overall health and wellbeing of the employee.

PACM will take all steps necessary to support workers in their recovery through:

- Providing a safe and healthy work environment and supporting injured workers to ensure they can return to work as soon as practicable;
- Developing an injury management plan which ensures that injury management commences as soon as possible following an injury;
- Providing suitable duties and modifying roles and responsibilities for an injured worker;
- Making allowances for injured workers to attend medical appointments and modifying working hours to suit rehabilitation requirements
- Ensuring that all parties are aware of their rights and responsibilities;
- Consulting with workers, health practitioners, insurers and other interested parties to ensure that the return to work program operates as smoothly as possible;
- Maintaining full confidentiality of injured workers records; and
- Providing the injured worker adequate time to recover and not dismissing a worker as a result of a work-related injury within six months of becoming unfit for employment.

This policy is communicated throughout our organisation and is available to the public.

All personnel are responsible for reporting injuries as soon as they happen, participating fully in return to work programs and are always expected to adhere to and remain committed to this policy when working on our behalf.

This policy will be reviewed annually.

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