

Rehabilitation Return to Work Policy and Procedure

McFadyen Pipeline Construction Pty Ltd

Date of adoption: 8/10/2025

1. Purpose and Scope

McFadyen is committed to facilitating the rehabilitation of injured Employees by proactively managing the return-to-work process with an aim of achieving a safe and sustainable return to productive work. McFadyen acknowledges and accepts its obligation to assist Employees to stay at work or return to work as soon as possible following an injury or disease.

2. Definitions

'McFadyen' means McFadyen Pipeline Construction Pty Ltd and all its subsidiaries.

'Employee(s)' means a full time, part time, casual or volunteer employee of McFadyen and includes contractors and agents of McFadyen.

'Workplace' means any place where work is carried out for McFadyen and includes any place where an Employee goes, or is likely to go, while at work.

3. Responsibilities

Actions	Responsible party
Return to work process	HR Manager and HSEQ Manager
Claim management	HR Manager and HSEQ Manager
Dispute resolution	HR Manager

4. Regulatory Requirements

Occupational Health & Safety Act 2004 (Vic)

Work Health Safety Act 2011 (NSW)

Work Health Safety Act 2011 (QLD)

Work Health Safety Act 2012 (SA)

Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)

Workplace Injury Management and Workers Compensation Act 1998 (NSW).

Return to Work Act 2014 (SA)

Workers' Compensation and Rehabilitation Act 2003 (QLD)

5. Policy and Procedure

Effective rehabilitation is a collaborative process with management encouraging the active involvement on not only injured Employees but also their supervisors and co-workers.

With this aim in mind, McFadyen will:

- communicate its obligations and the rights and obligations of Employees under the Act (refer to Annexure A for McFadyen's return to work obligations under Victorian Workers' Compensation legislation);
- ensure that the occupational rehabilitation process commences as soon as possible after an injury in a manner consistent with professional medical judgement;
- ensure that an agreed return to work plan is developed and implemented as soon as possible after an injury;
- identify and provide appropriate duties and modifications that could be made to the Workplace to assist the Employee to return to work within the guidelines provided by the treating medical practitioner;
- communicate any work restrictions, modification or other arrangements to the Employee's supervisor;
- regularly consult with relevant stakeholders to ensure that the rehabilitation and return to work program is effective; and
- monitor and evaluate the progress and compliance of all stakeholders with any precautionary restrictions.

All Employees have an obligation to immediately report an injury that affects their ability to perform the inherent requirements of their position.

When an injury occurs at the Employee's place of employment, the relevant manager or supervisor must:

- arrange immediate treatment of the injury and arrange transport to medical services if required;
- work with HSEQ Manager to ensure there is no ongoing danger following a Workplace injury/illness and notify WorkSafe;
- notify the HSEQ Manager immediately if you become aware that an Employee is injured or ill at work and let them know what has been done to ensure the safety of the injured Employee and their colleagues as a result of the incident; and
- ensure that the Employee's injury/illness is investigated and recorded in McFadyen's incident register.

The Return to Work Coordinator in conjunction with the HSEQ Manager will:

- assess the injury in conjunction with the treating doctor and identify suitable duties and modifications that could be made to the Workplace to assist the worker to return to work;

- formulate a rehabilitation plan for the injured workers safe and timely return to work which sets out the identified duties and modifications;
- determine whether additional advice and services are necessary and arrange that advice;
- refer the worker to McFadyen's preferred rehabilitation provider if appropriate;
- communicate any restrictions or arrangements to the McFadyen's supervisor;
- participate in a fortnightly or as agreed review of the specific return to work placement;
- monitor and evaluate progress and compliance with any precautionary restrictions;
- watch for signs of recurrence or aggravation of the injury; and
- endeavour to resolve disputes in conjunction with the return to work issue resolution procedure as detailed in Annexure B to this policy.

After an injury, McFadyen will apply the following process to reduce, as far as practicable, the risk of subsequent injury:

- the incident will be fully investigated in accordance with McFadyen's policy;
- the results of that investigation will be forwarded to the manager responsible for the area where the injury occurred;
- copies will be made available to the Health and Safety Representative in that designated work group and the Health and Safety Committee (where established);
- the General Manager will be responsible for ensuring that identified risks are reduced by changes to plant, work process, provision of equipment and/or the provision of information and training;
- any information which may reduce risk which is identified during the rehabilitation process will be made available to those with a responsibility for Health and Safety; and
- a summary of all injuries incurred, risks identified, and action recommended to reduce risk of further injury will be provided to the CEO by the HSEQ Department.

6. Enforcement

Employees must comply with the requirements of this Policy. Any breach of this Policy may result in disciplinary action up to, and including, termination of employment.

7. Document Review

McFadyen reserves the right to vary, replace or terminate this Policy from time to time.

Annexure A – Return to work obligations (Vic)

McFadyen's return to work obligations under Victorian Workers' Compensation legislation

McFadyen's return to work obligations	How McFadyen will meet its obligations
Make return to work information available and consult about how the information is made available	<p>McFadyen will make return to work information available to its Employees about:</p> <ul style="list-style-type: none"> • the obligations of McFadyen under the legislation and how the employer is meeting the obligations; • the rights and obligations of workers under the legislation and how Employees can obtain further information about their rights and obligations; • the name and contact details of the authorised Agent selected by McFadyen; • the name and contact details of the Return to Work Coordinator, if applicable; and • the procedure for resolving return to work issues in the workplace – <p>by providing Employees with this document after consulting with them about how the information will be provided to them.</p>
Provide employment	<p>To the extent that it is reasonable to do so, McFadyen will provide suitable employment to an injured Employee if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work.</p> <p>To the extent that it is reasonable to do so McFadyen will provide pre-injury or suitable employment to an injured Employee for a period of 52 weeks of the worker's incapacity. This will commence from the date a Certificate of Capacity or a Worker's Injury Claim Form in which weekly payments are claimed is received from the Employee or from when the authorised Agent notifies us of receipt of same (whichever is the earliest).</p>
Plan return to work	<p>From the time that McFadyen receives an Employee's Injury Claim Form in which weekly payments are claimed or the initial Certificate of Capacity from the Employee or the authorised Agent notifies us of receipt of same (whichever is earlier), McFadyen will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker.</p>

McFadyen's return to work obligations

How McFadyen will meet its obligations

As part of that planning, McFadyen will:

- obtain relevant information about the injured Employee's capacity for work;
- consider reasonable workplace support, aids or modifications to assist the Employee's return to work;
- assess and propose options for suitable employment or pre-injury employment;
- engage in consultation about the return to work of the Employee;
- provide the Employee with clear, accurate and current details of their return to work arrangements; and
- monitor the Employee's progress

as often as is necessary to enable the Employee to return to work in employment which is consistent with the Employee's capacity for work.

Consult about the return to work of a worker

McFadyen will, to the extent that it is reasonable to do so, consult with the Employee, the Employee's treating health practitioner (with the consent of the Employee) and occupational rehabilitation provider (if one is involved) in relation to the injured Employee's return to work.

McFadyen will consult with the parties listed above by:

- sharing information about the Employee's return to work
- providing a reasonable opportunity for them to consider and express their views about the Employee's return to work, and
- taking those views into account.

McFadyen will consult directly with the Employee about their return to work, but the Employee may be assisted by a representative during any consultation (except for a legal practitioner). The Employee may be represented, assisted and supported during the return to work process.

Nominate and appoint a Return to Work Coordinator

McFadyen has nominated and appointed at all times a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist McFadyen meet our obligations under Victorian Workers' Compensation legislation.

McFadyen's return to work obligations	How McFadyen will meet its obligations
Cooperate with labour hire employers	If McFadyen hires labour hire workers and the worker suffers an incapacity for work resulting from or materially contributed to by an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan a worker's return to work and consult about the return to work of a worker to facilitate the worker's return to work.
Resolution of return to work issues	McFadyen will attempt to resolve return to work issues in accordance with our agreed Return to Work Issue Resolution Procedure. Details regarding this procedure are available within McFadyen's Rehabilitation Return to Work Policy and Procedure. If you have any questions or queries regarding this procedure, please contact your Return to Work Coordinator.

Worker's return to work right and obligations

Injured Employee rights are:	Injured Employee's obligations are:
<ul style="list-style-type: none"> • To be provided with return to work information and be consulted about how that information is to be made available • To the extent that it is reasonable for McFadyen to do so, to be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the legislation. • To be consulted by McFadyen about planning their return to work. • To be provided with clear, accurate and current details of their return to work arrangements as part of planning for their return to work. • To the extent that it is reasonable for McFadyen to do so, to be consulted and be provided with information about their return to work. The injured Employee must be given a 	<ul style="list-style-type: none"> • In co-operation with McFadyen and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work. • In co-operation with McFadyen and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment. • To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service. • To actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of McFadyen and/or the Agent. • To actively participate and cooperate with the representative of the Agent in an

Injured Employee rights are:

- reasonable opportunity to consider and express their views about their return to work and have those views taken into account.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

Injured Employee's obligations are:

- interview to enhance their opportunities to return to work, as required.
- If an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

If you do not comply with one or more of the above obligations, your weekly payments may be suspended, terminated or ceased and determined in accordance with the legislation by our Agent.

Additional details regarding the rights and obligations of an injured worker are available in **WorkSafe's Return to Work Obligations – Information for workers fact sheet** available from worksafe.vic.gov.au or via the WorkSafe Advisory Service phone: (free-call) 1800 136 089 or (03) 9641 1444.

Where to get help**McFadyen Infrastructure (VIC) Return to Work Coordinator**

Name	Michael Roberts	Phone	0477 707 126
Email	Michael.Roberts@symal.com.au	Postal Address	208-210 Hall Street, Spotswood VIC 3015

McFadyen Contractors (VIC) Return to Work Coordinator

Name	Martin Cassar	Phone	0407 621 838
Email	Martin.Cassar@symal.com.au	Postal Address	208-210 Hall Street, Spotswood VIC 3015

WorkSafe Victoria

Web	https://www.worksafe.vic.gov.au/	Phone	1800 136 089
Email	info@worksafe.vic.gov.au	Postal Address	1 Malop Street, Geelong VIC 3220

Annexure B – Issue and dispute resolution procedure

