

Toll Group Workplace Rehabilitation Policy

Overview

This policy sets out Toll's position on workplace rehabilitation.

Scope

This policy applies to all Toll employees.

Principles

Toll is committed to providing a rehabilitation process in accordance with a structured workplace rehabilitation and return to work program, whilst meeting its legislative obligations. All Toll employees are required to actively participate in the return-to-work rehabilitation process.

Toll's rehabilitation program will commence as soon as practicable following any work-related injury or illness or at such time medical guidance allows, to ensure an employee is fit to remain at work or return to work on a structured return to work plan.

It is an expectation of all parties that participation in a return-to-work plan will ultimately lead to a positive and early resumption of pre-injury duties. In the event of this expectation not being achieved then retraining or redeployment either internally or externally to Toll will be a consideration.

To achieve these objectives Toll's rehabilitation program will:

- aim to achieve, as a normal expectation for all, a safe, timely and durable return to work of injured employees through early and appropriate consultation and intervention,
- respond to Toll's commitment to appropriate claims management,
- commit to providing suitable workplace based and function-oriented duties wherever possible in order to maintain the employee at work or enable an early return to work,
- communicate the rights and shared responsibilities of Toll and our injured employees in respect of rehabilitation and return to work,
- outline the assistance available to help an injured employee to remain at or return to work.
- provide regular and ongoing communication with the employee so that meaningful connection with the workplace can be maintained.
- ensure confidentiality of all information,
- describe and define the service delivery requirements of approved rehabilitation program providers and
- provide for ongoing monitoring and evaluation of the program's implementation and update as necessary in order that it remains effective and achieves its aims in benefiting all concerned.

The Divisional Presidents, general managers, managers, return to work coordinators and supervisors of all Toll businesses are responsible for the review, agreement and implementation of this policy and supporting procedures.

Further Information

For further information contact your manager, HSE representative or Human Resources representative. This document can be found on the [Group Policy SharePoint page](#).



Alan Beacham
Managing Director
Toll Group
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Internal