

## REHABILITATION POLICY

### Purpose

Zeal Futures is committed to preventing injury and illness by providing a safe and healthy working environment. Zeal Futures provide a robust Rehabilitation Procedure to facilitate a safe and sustainable recovery at work.

### Scope

This policy applies to all Zeal Futures Staff, Hosted Employees and Students.

### Responsibilities

All Zeal Futures Staff, Hosted Employees and Students shall participate in their recovery at work program in line with our Rehabilitation Procedure.

### Document Owner

Group HR & Safety Manager

### Policy Objectives

The primary goal of the Rehabilitation Policy and associated procedures is to assist employees in:

- Their recovery at work while undertaking safe and suitable duties; and
- Their return to duties at the highest possible level of function consistent with their preinjury status.

### Zeal Futures will meet these objectives by:

- Supporting an employee's recovery at work in line with the Rehabilitation Procedure;
- Supporting injured students in ongoing study where practicable;
- Identifying and assessing the need for rehabilitation as early as possible;
- Recognising the role, rights, and responsibilities of all participants in each circumstance;
- Facilitating the timely and safe recovery at work of any employee following workplace injury or illness;
- Ensuring the employee is informed of their rights and responsibilities and are consulted on all decisions relating to their rehabilitation;
- Ensuring the welfare of the injured employee is maintained at all times;
- Ensuring appropriate training and education is provided to all employees involved in supporting the rehabilitation of an injured worker, in line with their designated responsibilities;
- Ensuring that participation in the recovery at work rehabilitation process will not disadvantage employees;
- Ensuring compliance in accordance with regulatory requirements for rehabilitation and recovery at work; and
- Ensuring the confidentiality of an injured workers records.

## Related Documents

[Drug and Alcohol Policy](#)

[Drug and Alcohol Procedure](#)

[Emergency Management Procedure](#)

[Employee Assistance Program](#)

[Environmental Policy](#)

[Fatigue Management Procedure](#)

[Health Surveillance Procedure](#)

[Heat Stress Management Procedure](#)

[Incident Management Procedure](#)

[PPE Procedure](#)

[Rehabilitation Procedure](#)

[Risk Assessment Procedure](#)

[Smoke Free Workplace Policy](#)

[WHS Consultation Statement](#)

[WHS Management Plan](#)

[Work Health and Safety Policy](#)

[WHS Management System](#)

[WHS Risk Management Procedure](#)

[Workers Compensation Admin. Procedure](#)

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

## Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	24/02/2023	First release
2.0	A Malloy	Board of Directors	04/03/2025	Corrected a typo in the heading for accuracy and consistency.