

1. Introduction

Altaira is committed to assisting and supporting injured workers to return to work either in their previous capacity or in another capacity deemed suitable by Altaira in conjunction with the worker, their Rehabilitation Consultant, and relevant medical professionals.

2. Responsibilities

2.1 **The Allied Health Operations Manager** is also the Return to Work Coordinator for Altaira. This position has the primary responsibility and accountability for assisting and supporting injured workers to return to work.

The Allied Health and Wellness Operations Manager will:

- Allocate financial and human resources toward management of injured workers
- Promote a positive culture that is conducive to maintaining engagement with the injured worker
- Ensure early intervention and management of all injuries through active participation in the return to work process
- Ensure that injured workers are supported in their return to work - or where not possible, return to the community - through active participation in the return to work process
- Ensure that injured workers are aware of their rights and responsibilities
- Ensure all employees are aware of the Return to Work Co-ordinators' names and contact details

1.2 **The employee** is responsible for reporting their injury or any incident which could result in an injury to Altaira as soon as possible after the incident/injury, via email to info@altaira.com.au

1.3 Altaira's **office workers** are responsible for reporting the injury or any incident which could result in an injury to the Allied Health and Wellness Operations Manager as soon as possible after the incident/injury.

Document Name	Rehabilitation and Return to Work Policy	Authorised by	RCO Manager
Document Group	Policies	Version No	7
Document Number	QMSP006	Issue Date	09/10/2025