



WORKPLACE INJURY MANAGEMENT & RETURN-TO-WORK POLICY

(Aligned with ISO 9001, ISO 45001, ISO 14001, Fair Work Act 2009, WHS Act 2011 (Qld), MMQ Legislation, Workers' Compensation & Rehabilitation Act 2003 (Qld), and Queensland Regulatory Obligations)

1. Purpose

The purpose of this Workplace Injury Management & Return-to-Work Policy is to outline Cordwell Group's commitment to preventing workplace injury and illness, and to ensuring a coordinated, supportive, and legally compliant approach to injury management and return-to-work processes.

This policy forms a core component of the Integrated Management System (IMS) and supports compliance with:

- **Work Health and Safety Act 2011 (Qld)**
- **Mining and Quarrying Safety and Health Act 1999 (Qld)**
- **Mining and Quarrying Safety and Health Regulation 2017 (Qld)**
- **Workers' Compensation and Rehabilitation Act 2003 (Qld)**
- **Fair Work Act 2009**
- **ISO 45001 Occupational Health & Safety**
- **ISO 9001 Quality Management**
- **ISO 14001 Environmental Management**

2. Scope

This policy applies to all Cordwell Group operations, including:

- Cordwells Concrete
- Cordwells Haulage
- Cordwells Maintenance
- QC Testing
- Cordwell Resources Pty Ltd (Kin Kin Quarry, Chevallum Sand Extraction, Yandina Sand Plant)

It covers all employees, contractors, labour-hire personnel, and visitors.

3. Policy Statement

Cordwell Group is committed to preventing workplace illness and injury by providing a healthy, safe, and supportive working environment.

We recognise that management and workers share a social, legal, and economic interest in supporting safe, timely, and sustainable return-to-work outcomes. Injury management is a collaborative process that ensures workers are treated fairly, respectfully, and in accordance with legislative requirements.

4. Injury Management Commitment

Cordwell's Group will:

- Develop, implement, and maintain effective Workplace Injury Management procedures that comply with WHS, MMQ, and workers' compensation legislation.
- Ensure early intervention and proactive communication following any workplace injury or illness.
- Support injured workers through coordinated rehabilitation and return-to-work processes.
- Ensure participation in return-to-work programs does not disadvantage employees.
- Provide access to accredited rehabilitation providers, while respecting the worker's right to choose their own provider.
- Consult with employees and their representatives regarding rehabilitation and return-to-work arrangements.
- Cooperate with all reporting, documentation, and rehabilitation requirements.
- Appoint a workplace-based Return-to-Work Coordinator or Recovery at Work Coordinator where required.
- Ensure injury management processes support ISO 9001 quality outcomes, ISO 45001 safety requirements, and ISO 14001 environmental responsibilities.

5. Integration with WHS, Quality, Environmental & MMQ Systems

This policy is integrated with:

- **ISO 45001 Occupational Health & Safety**
- **ISO 9001 Quality Management**
- **ISO 14001 Environmental Management**

- Cordwell's Group WHS Policy ("Safety is everyone's business. No Injury to Anyone")
- Cordwell's Group Environmental Policy ("No-Harm Rule")
- Safety & Health Management System (MMQ)
- All IMS procedures, forms, and reporting requirements

Injury management is supported by safe systems of work, hazard prevention, environmental controls, and quality assurance processes.

6. Roles & Responsibilities

Workers

Workers must:

- Report injuries, illnesses, hazards, and incidents immediately.
- Participate in injury management and return-to-work programs.
- Follow medical advice and attend required assessments.
- Cooperate with rehabilitation providers and the Return-to-Work Coordinator.
- Provide accurate information regarding their capacity for work.
- Comply with WHS, MMQ, and IMS requirements.

Managers & Supervisors

Managers and supervisors are responsible for:

- Ensuring injured workers receive prompt support and assistance.
- Maintaining communication with injured workers throughout recovery.
- Facilitating suitable duties and workplace adjustments.
- Ensuring compliance with injury management procedures and legislation.
- Supporting early and safe return-to-work outcomes.
- Ensuring MMQ-regulated quarry operations maintain safe conditions for injured workers returning to modified duties.

Return-to-Work Coordinator

The Return-to-Work Coordinator will:

- Coordinate injury management and rehabilitation processes.
- Liaise with medical practitioners, rehabilitation providers, and insurers.
- Develop and monitor Injury Management Plans and Suitable Duties Programs.
- Maintain accurate records and documentation.
- Ensure confidentiality and respect for injured workers.
- Ensure compliance with WHS, MMQ, and workers' compensation obligations.

Senior Leadership

Senior leadership will:

- Provide resources to support injury management and rehabilitation.
- Ensure compliance with WHS and workers' compensation legislation.
- Review injury trends, risks, and performance through IMS processes.
- Promote a culture of care, support, and early intervention.

7. Early Intervention & Communication

Cordwell's Group ensures:

- Immediate contact with injured workers.
- Early assessment of injury severity and required support.
- Clear communication of rights, responsibilities, and available assistance.
- Coordination with medical professionals to support recovery.
- Early identification of suitable duties to prevent prolonged absence.

8. Rehabilitation & Suitable Duties

We support safe and sustainable return-to-work by:

- Developing Injury Management Plans where required.
- Providing meaningful and appropriate suitable duties aligned with medical advice.
- Adjusting tasks, hours, or environments to support recovery.
- Ensuring suitable duties comply with WHS and MMQ safety requirements.
- Reviewing progress regularly and modifying plans as needed.
- Ensuring environmental conditions (heat, dust, noise) are considered for quarry-related duties.

9. Confidentiality & Fair Treatment

Cordwell's Group ensures:

- Injured workers are treated with dignity and respect.
- Personal and medical information is kept confidential.
- No worker is disadvantaged for participating in a return-to-work program.
- Decisions are made fairly, transparently, and in accordance with legislation.

10. Continuous Improvement

We commit to continuous improvement by:

- Reviewing injury management performance and outcomes.
- Conducting WHS and MMQ audits, inspections, and incident investigations.
- Implementing corrective and preventive actions.
- Updating policies and procedures to reflect legislative or organisational changes.
- Monitoring trends to reduce recurrence of injuries.

11. Communication & Awareness

This policy will be:

- Communicated to all employees and contractors.
- Displayed at all workplaces.
- Included in induction and WHS training programs.
- Reviewed regularly to ensure suitability and effectiveness.

12. Related documents

- Cordwell's Group Integrated Management System
- Safety & Health Management System (MMQ)
- CGPOL 002 Health and Safety Policy
- CGPOL 003 Environmental Policy
- CGPOL 005 Fatigue Management Policy
- CGPOL 006 Fitness for Work Policy
- Hazard Management Procedure
- Corrective, Preventative & Improvement Procedure

13. Review

This policy will be reviewed by Human Resources:

- Annually
- Following Legal or Regulatory Changes
- After organisational Changes
- When Risks or Incidents Arise

14. Version Control

Version	Approval date	Implementation date	Details	Author
2.0	03/09/2026	03/09/2026	Policy updated	Human Resources Manager