TENNANT COMPANY

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INJURY MANAGEMENT POLICY STATEMENT

The intention of Tennant Company is to conduct its undertakings in such a way as to minimise the risk to any person's health and safety. However, should an employee suffer a health issue or an injury as a result of our undertakings, all practicable efforts will be made to provide first aid and/or medical intervention and rehabilitation services, including suitable duties, to ensure a swift and optimal recovery and return to pre-injury duties. Where return to pre-injury duties is not possible, all practical efforts will be made to assist with retraining and returning to work in a different role or with an alternative employer. In implementing this policy we will:

- Ensure that adequate Workers Compensation insurance is in place;
- Ensure the availability of a qualified Return to Work Coordinator
- Consult with employees in the development & review of the injury management program and the identification of rehabilitation providers;
- Consult with workers in the development of individual return-to-work plans;
- Develop dispute resolution procedures;
- Arrange claims review meetings and manage Insurance Policy & Premium issues;
- Provide adequate first aid facilities and qualified first aid attendants;
- Investigate all recorded injuries and illnesses to prevent recurrence;
- Record injury statistics for the purpose of cause analysis and progression via a process of continual improvement towards a zero-harm environment.

All workers will be advised of the injury management steps which require:

- Working in a manner that reduces the risk of illness or injury;
- Taking action to seek immediate first aid for injuries sustained;
- Informing all parties as soon as possible of injuries or illnesses sustained;
- Providing required certificates from medical practitioners;
- Adhering to the requirements of agreed individual return-to-work plans.

This Policy Statement is based upon the requirements of the Australian state and New Zealand regulations. It will be the responsibility of management to ensure that this policy is effectively implemented with all persons exercising due diligence.

This Policy Statement will be made available to any interested or affected parties on request and will be prominently displayed within the company premises.

This Policy Statement will be reviewed every 2 years, via the consultation processes agreed to within the workplace, or as changes to legislation and policies and procedures necessitate.



Lisa Atherton
General Manager ANZ