Injured Worker’s Early and Safe Return to Work Policy

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| **Return to work Definition:** | Return to work is the process or strategy of safely returning employees to the workplace on a timely basis. |
| **Philosophy:** | The management of *[company name]* is committed to cooperating with all employees who have been injured on the job site and will arrange for an early and safe return to work. At *[company name]*, we will provide a modified work program to any injured employee until he/she is able to return to their pre-accident job, wherever possible. |
| **Roles and Responsibilities:** | |
| Employer: | Employer will:   * Contact the injured employee as soon as reasonably possible, maintain regular contact, and cooperate in providing suitable work. * Give WCB information as required. * Provide employees with Functional Abilities Form to take to the testing practitioner for completion. * Educate employees about the return to work program. * Set specific time frames for the return to work. * Review worker’s progress regularly. * Pay full wages and benefits for the day or shift on which the injury occurred. * Make certain that workers understand their obligations to co-operate. * Set clear procedures to follow in reporting injuries. (Establish an Accident/Injury Reporting Policy.) |
| Employee: | Employees will:   * Contact supervisor immediately of any injury. If not available, phone office and contact employer. * Stay in regular contact. * Help identify and cooperate in suitable work arrangements. * Give WCB information as required. * Return to work within 24 hours with the completed form. Develop an early and safe return to work in consultation with the employer. * Choose a doctor or qualified practitioner. Note: A change in doctor cannot be made without permission of WCB. |
| **Goals:** | *[Company name]* will:   * Assess each individual's situation according to the practitioner’s report/recommendations and provide modified work to suit the degree of injury. * Assist the employee's active recovery and encourage the worker to return to work to their pre-accident job, wherever possible. * Identify jobs that are suitable for accommodating injured workers on a temporary basis. Facilitate the early and safe return to work program and limit any loss of employee earnings. |
| **Accommodations:** | A change or modification to the job or workplace so that the work is within the injured or ill person’s functional capabilities and the risk of injury is reduced. |
| **Types of Accommodations:** | * Reduce hours * Graduate RTW hours * Re-assign duties * Restructure the job * More frequent rest breaks * Work platform vs. ladders * Mini stretch breaks (10-15 minutes) * Chair with back support vs. picnic table * Anti-vibration tools (e.g., anti-vibration jackhammer) * Make heavy tools available at waist height * Light shop work, general clean-up * Painting trailers and containers (light work with brush) * Washing trucks * Pickup or delivery of plans * Training in their selected field, where possible * Computer training in safety prevention, if available * Increase awareness |
| **First Aid:** | First Aid Stations are available at all job sites. Employees with a valid First Aid Certificate will provide first aid assistance when required. |