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.)
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| 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.
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| **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.
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| **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
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| **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. |