EARLY & SAFE RETURN TO WORK PROGRAM POLICY

It is the policy of Company or facility name to encourage early intervention and rehabilitation of all injured or ill employees, through the development and implementation of a ESRTW Program. An effective Early and Safe Return To Work Program encourages and promotes early intervention, rehabilitation and recovery, while allowing Facility Name to meet its moral and legal obligation, to accommodate injured or ill employees.

Modified duties will be provided for all employees returning to work after extended periods of absence, or for employees with disabilities that would require them to remain off work for longer periods, if modified duties were not available. Every reasonable effort will be made to accommodate the individual restrictions and limitations of each employee during their rehabilitation and recovery period.

Director/Administrator __________________________ Date: ____________________
ESRTW PROGRAM

WHAT IS MODIFIED WORK?:

Modified Work is any job, task, or function, that a worker who is temporarily disabled can perform safely without risk of re-injury or exacerbation of their condition, and will pose no risk to others during their recovery. The work must however be productive and result of the work must have value.

WHAT IS AN ESRTW PROGRAM?

An Early and Safe Return to Work Program is a strategy which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the injury. It is a company wide plan that recognizes the employers responsibility in participation in the effective rehabilitation of its employees.

BENEFITS:

WORKERS:

Injured workers benefit because the ESRTW program allows them to return to work as quickly as possible which:

- encourages speedier rehabilitation
- assists the employee maintain contact with co-workers
- reduces the sense of estrangement
- reduces the time needed for the rehabilitated employee to return to full work capacity
- assists the injured employee maintain their sense of identity and self-respect

EMPLOYER:

Employers benefit because ESRTW programs return skilled workers to the job as quickly as possible after an injury which:

- assists to maintain high productivity levels through the use of already trained workers.
- eliminating the non-recoverable costs of training new workers
- reducing the cost involved in hiring and training replacement workers
- elimination of the high costs of W.S.I.B. Benefits, health care, fines, penalties, the costs associated with managing claims.
ESRTW PROGRAM PROCEDURES

- When an employee is unable to return to work and perform all the essential duties and physical demands of their job, they will be offered suitable modified duties.

- Injured or ill employees will be given a Functions Ability Form that is to be completed by their physician. The Functions Ability Form contains critical information that will allow the supervisor to select suitable modified duties. The employee may also be requested to have their physician complete the Functions Ability Form completed if they require time off work or are returning to work after an extended period of time. The Functions Ability Form will also be used for subsequent reports from the employee’s physician when they are on modified duties.

- During establishment or review of the modified duties may become necessary to contact the employee's physician, adjudicator, or other W.S.I.B. personnel to clarify information or request assistance.

- The completed Functions Ability Form will be returned by the employee to be reviewed by their Supervisor and the Claims Manager who will select and determine suitable modified duties.

- It is important that all employees injured on the job have a First Aid Report completed to document the circumstances which led up to the injury or illness.

- All injured or ill employees will receive equal consideration for modified duties. Whether or not an employee is placed on modified duties will depend upon the availability of work that meets the limitations and restrictions indicated by their physician on the Functions Ability Form.

- Overtime will not be worked by employees on modified duties, as this could cause a re-occurrence during rehabilitation.

- Modified duties will change throughout the rehabilitation period in accordance with the limitation and restriction changes, indicated by the employee's physician on the Functions Ability Form. The date for return to regular duties will be established by the employee's physician.

- Employees on modified duties will be contacted by their Supervisor on a daily basis. The Supervisor will be required to provide regular updates and progress reports to Senior Management.

- The employee is to notify their Supervisor and the Claims Manager immediately if there is
any aspect of their modified duties assignment that aggravates their condition, so corrective actions can be taken..

- If it is necessary for the employee to be placed back on W.S.I.B. benefits, the W.S.I.B. will be notified of the employees change in progress by Senior Management. It is important that the Supervisor report any changes to Senior Management as soon as possible.

- If the initial Functions Ability Form does not indicate a date when the employee can return to regular duties, the employee will be requested to receive clearance from their physician by having a new Functions Ability Form completed that indicates the employee is able to return to regular duties.
DUTIES AND RESPONSIBILITIES

SUPERVISORS DUTIES AND RESPONSIBILITIES:

- Closely monitor the progress of employees on modified duties by making daily contact with them and keeping the Claims Manager informed of any changes.

- Assist the injured employee with the assistance of the Claims Manager to develop a productive modified duty assignment that is within the limitations and restrictions provided by the employees physician, on the Functions Ability Form (FAE).

- Provide a positive environment in which employees on modified duties feel comfortable in making suggestion or voicing concerns with regards to their restrictions or modified duties assignment.

- When notified of difficulties by an employee on modified duties, promptly contact a member of the Claims Manager so that a meeting can take place to implement corrective actions, to avoid re-injury or aggravation of the employees injury.

- Keep the Claims Manager apprised of any corrective actions required with regards to employees on modified duties.

- Communicate the ESRTW Program Policy, procedures, responsibilities and benefits to all employees under their supervision.

- The W.S.I.B. Claims Manager must be provided with regular reports on the employee’s condition in order to communicate effectively with the claims adjudicator, rehabilitation counsellors, case workers and other W.S.I.B. personnel.

WORKERS DUTIES AND RESPONSIBILITIES:

- Maintain regular contacts with their Supervisor and the Claims Manager.

- Take an active role in developing their modified duties job tasks.

- Communicate concerns to their Supervisor so that potential problems can be resolved immediately with the assistance of the modified duties committee.

- Keep their W.S.I.B. Claims Adjudicator and or Case Worker involved in their progress.

- Arrive at work on time and ready to co-operate and be productive in their modified duties assignment.
CLAIMS MANAGER’S DUTIES AND RESPONSIBILITIES:

The claims manager is responsible for both the overall management and day to day operations of the ESRTW program.

- to fully understand and communicate the modified work program
- determine whether an employee is able to perform modified duties upon review of the restrictions set out by the physician, on the Functions Ability Form.
- ensure the supervisors comprehend their responsibilities and follow through as required
- meet with the employee to discuss goals and objectives of the ESRTW program
- with the help of the committee, organize the placement of the injured workers in modified duty jobs
- educate workers about the ESRTW program, safety practices and W.S.I.B.
- monitor the progress of workers placed on modified duty jobs
- arrange meetings with workers, and supervisors as required to monitor the status of the worker and discuss and changes that may need to be made.
- provide a full briefing to the supervisor indicating the employee’s expected date of return to work and progress to date.
- establish and maintain effective communications with the claims adjudicator, rehabilitation counsellors, case workers and other W.S.I.B. personnel.
- serve as a liaison between workers and senior management