



INJURED WORKER'S EARLY AND SAFE RETURN TO WORK POLICY

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 of their employees who have been injured on the job site and will do everything they can for an early and safe return to work. At [company name], we will provide a modified work program to any of our injured employees until he/she is able to return to their pre-accident job, wherever possible.
Roles and Responsibilities:	
<u>Employer:</u>	<p>Employer will:</p> <ul style="list-style-type: none"> ▪ Contact injured worker ASAP and stay in regular contact. Cooperate in providing suitable work. ▪ Give WSIB information as required. ▪ Provide workers with Functional Abilities Form to take to the testing practitioner for completion. ▪ Educate workers 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.)
<u>Worker:</u>	<p>Worker will:</p> <ul style="list-style-type: none"> ▪ 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 WSIB information as required. ▪ Return to work within 24 hours with the completed form to develop with the employer an early and safe return to work. ▪ Choose a doctor or qualified practitioner. Note: A change in doctor cannot be made without permission of WSIB.

Goals:	<p>[Company name] will:</p> <ul style="list-style-type: none"> ▪ Assess each individual's situation according to any practitioner's report and recommendations and will provide some kind of modified work to suit the degree of injury. ▪ Assist in 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 in order to facilitate the early and safe return to work program and limit any loss of their 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:	<ul style="list-style-type: none"> ▪ Reduce hours ▪ Graduate RTW hours ▪ Re-assign duties ▪ Restructure the job ▪ More frequent rest breaks ▪ Work platform vs. ladders ▪ Ladders for climbing scaffolds ▪ 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, 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 ▪ Increasing of awareness
First Aid:	First Aid Stations are available at all job sites. Employees with Valid First Aid Certificate will provide first aid assistance when required.



CONSTRUCTION WORKPLACE SAFETY TRAINING LTD.

156 Victoria Street, Barrie, Ontario L4N 2J4

Tel: (705) 812-1656 Toll Free: (877) SFTY 1ST

Fax: (705) 812-0947

Email: safety@bellnet.ca