



Title: Early & Safe Return to Work Planning Protocol

Policy Number: 065

Resolution Number: 13-015

Date Approved: January 22, 2013

PURPOSE:

The Town of Conception Bay South recognizes the importance of developing and implementing workplace-based return to work plans. This allow management and employees to take a proactive approach in assisting injured workers to safe and productive work activities as soon as possible following an injury.

An effective return to work protocol can provide benefits to all parties involved in the return to work process. It is a consistent approach to return to work planning through a pre-defined process.

AUTHORITY:

- *Workplace Health, Safety and Compensation Act*

STATEMENT OF POLICY:

Return to work planning generally involves two main activities; accommodating the injured worker's functional limitations and coordinating services for the injured worker.

The return to work planning process involves several important criterion including communication, advice and support, accessing timely information, developing, implementing, and monitoring a return to work plan and follow up after the worker has returned to work.

PROCEDURE:

Employee Responsibilities:

1. Employees will immediately report all accidents/incidents to their designated supervisor. Employees will not leave their work site without reporting the accident/incident.
2. Employees will complete the Worker's Report of Injury – Form 6 for any incident involving wage loss and/or visit to a medical practitioner unless the severity of the injury prevents the employee from doing so. In this case, the employee will fill out the form after seeking appropriate medical attention.



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3. Employees will return the completed WHSCC Form 8/10 and the WHSCC Form 6 to the employee's Department Head or designate within twenty-four (24) hours of the employee's visit to a medical practitioner.
4. Employees will keep their Department Head or designate informed of their condition during their time off work on a weekly basis, either directly or through an employer representative.
5. Employees will keep all appointments with their medical practitioner or any other medical practitioner to whom they may be referred. Employees will participate in modified work programs that are established based on the medical practitioners' reports and the employee will report any changes in their condition immediately to their Department Head or designate.
6. Employees will keep any appointment made by the Town of Conception Bay South with any designated health professional.
7. Employees will provide the Town with a WHSCC Form 8/10 showing their clearance to return to full and complete duties without restrictions or with an indication of eligibility for Early and Safe Return to Work.
8. Employees will co-operate in Early and Safe Return to Work by helping to identify possible modified options within the workers' functional abilities and the development of the plan. The modified work may or may not incorporate the worker's regular duties. Any issues and/or problems will be identified, reported immediately, and promptly addressed. Employees will meet weekly with their Department Head or designate to provide status reports and discuss progress.
9. Employees will notify the Workers Health and Safety Compensation Commission as soon as possible if the employer and employee cannot agree on a return to work plan. WSHCC will help determine the cause of the disagreement and offer assistance where necessary.
10. Employees will complete WHSCC Form 6R-Worker's Questionnaire-Recurrence of Injury prior to leaving the work site in the event of a recurrence of an injury.

Department Head's Responsibilities:

1. Department Heads will review the completed WHSCC Form 8/10 and determine whether or not there is sufficient information to complete the return to work plan. If insufficient information is provided then an attempt to obtain the required



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information may be made to the employees' medical practitioner or the report may be forwarded to WHSCC for their assistance. In addition, if there is concern over the lack of information or concern over the safety of the employee to perform the modified duties an employee may be referred to any designated health professional in accordance with the Workplace Health, Safety and Compensation Act (RSNL1990 Chapter W-11), Part VI Return to Work and Rehabilitation.

2. Department Heads will review all WHSCC Form 8/10 and complete a return to work plan for all employees who are not recommended to return to work within five days of its receipt.
3. Department Heads will then forward the WHSCC Form 8/10 and the return to work plan to the Occupational Health and Safety Coordinator. The Department Head will meet with the Occupational Health and Safety Coordinator and the employee to discuss the return to work plan based on the medical practitioner recommendations, within three days of its receipt.

Supervisor's Responsibilities:

1. Supervisors' will immediately investigate all accidents/incidents and report them to their respective Department Heads.
2. Supervisors' will provide the employee with the WHSCC Form 6.
3. Supervisors' will immediately complete the Accident/Incident Report Form and forward it to the Occupational Health and Safety Coordinator.

Occupational Health and Safety Coordinator:

1. The Occupational Health and Safety Coordinator will contact the employee within 24 hours after the injury. The initial contact will be to offer support and provide information to the employee about the return to work process.
2. The Occupational Health and Safety Coordinator will complete any required WHSCC Form 7's and forward them to WHSCC within forty-eight (48) hours of the receipt of the Supervisor's Report of an Accident/incident.
3. The Occupational Health and Safety Coordinator will meet with the Department Head and employee to review all received WHSCC Forms and the Town's



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Modified Work Program Form to develop an Early and Safe Return to Work program as may be recommended.

4. The Occupational Health and Safety Coordinator will maintain contact with employees on a weekly basis when off work due to an injury and document treatment plan, medical appointments and all other relevant information.
5. The Occupational Health and Safety Coordinator will make any required appointments for independent medial assessments, functional abilities testing, etc.
6. The Occupational Health and Safety Coordinator will maintain an up-to date register and appropriate documentation of all employees on worker's compensation and provide statistics on the types and numbers of accidents/incidents to the Occupational Health and Safety Committee.

ASSOCIATED DOCUMENTS

- WHSCC Form 6
- WHSCC Form 8/10
- WHSCC Form 7
- Accident/Incident Report Form
- Early and Safe Return to Work Plan

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: