

 Rainy River District Social Services Administration Board	SECTION: Health & Safety
	POLICY TITLE: Return to Work
ORIGINAL DATE: April, 2009	POLICY AREA: Injury/Incident
REVISION DATE: November 13, 2015	POLICY NO: HS-4.4
NEXT REVIEW DATE: July, 2018	APPROVED BY: 

Preamble

The *Rainy River District Social Services Administration Board* (RRDSSAB) is vitally interested in the prevention of injuries and illnesses by maintaining a safe and healthy workplace. In order to promote the successful recovery of injured and ill employees, the RRDSSAB is committed to a safe and successful Return to Work Program.

Policy

The RRDSSAB makes every reasonable effort to return an employee to work with the intent of utilizing eligible injured employees in a productive capacity, while they are recovering from a work-related injury. The goal of temporary modified work is to provide a progression of job duties that will eventually return the injured employee to their pre-injury job.

Where the employee is unable to return to their pre-injury job, the goal will be to return them to suitable alternative work which is consistent with their functional abilities; this may include workplace accommodations such as administrative or engineering changes. The RRDSSAB will take into account the accessibility needs of employees with disabilities when developing individual accommodation plans, per the *Accessibility for Ontarians with Disabilities Act* and associated Regulations and RRDSSAB Policy and Procedures.

The RRDSSAB makes every attempt to create an environment which assists injured or ill employees, by adhering to the *Workplace Safety and Insurance Act* and the *Ontario Human Rights Code*.

Procedure

1. The supervisor maintains regular contact with the injured employee and obtains periodic doctor's notes related to the employee's recovery status and updated work restrictions.
2. The supervisor, in consultation with the Chief Administrative Officer (CAO) or

designate and Human Resources Officer, will review the possibility of a Return to Work Program for injured employees on a case by case basis.

3. Should it be determined that temporary modified work will be offered, the goal will be to provide the injured employee with alternative work which is consistent with their functional abilities and limitations, as provided by a physician on a *Functional Abilities Form*. The duties will be offered, in an attempt to provide a progression of job duties that will assist the employee in returning to their pre-injury job.
4. The supervisor, in consultation with Human Resources, develops a temporary modified work program consistent with the injured employees functional abilities and limitations. The duties, conditions and restrictions of returning to work are discussed with the employee and documented on an *Individual Return to Work Plan Form*.
5. The supervisor and injured employee will meet on a weekly basis, at minimum, to monitor the employee's progression of duties, and recorded on the *Individual Return to Work Plan Form*. Change of duties, graduated work hours or modified duties may be utilized to accommodate the functional abilities and limitations of the employee, consistent with their recovery.
6. Should the employee's impairment be permanent, workplace accommodations may be necessary to accommodate the employee, as appropriate, per RRDSSAB policy *HR-7.2: Individual Accommodation Plans*.