

THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Human Resources	SPP No.	HR 2.10
Section:		Issued:	August 19, 2011
Subject:	Return to Work Program	Effective:	April 1, 2011
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	Feb 2011
Issued by:	Joint Health & Safety Committee	Dated:	October 16, 2019

INTRODUCTION

The Thunder Bay Regional Research Health Institute (TBRHRI) is committed to facilitating the early and safe return of employees to employment from a workplace injury or illness. Protecting the health and safety of its employees through the prevention of accidents, injuries, and illnesses is paramount.

TBRHRI will make every reasonable effort to provide a meaningful, productive employment environment for individuals while rehabilitating from their work-related illness or injury.

OBJECTIVES

TBRHRI will make every reasonable effort to provide a return to work program for any employee who, due to a work-related illness or injury, is temporarily or permanently unable to perform his/her regular duties by:

- Providing work that is meaningful to the employee and of value to the organization.
- Returning the employee to modified or alternate employment that is within their capabilities on either a temporary or permanent basis.
- Providing an employment environment within which individuals can rehabilitate from their illnesses, injury or disability.
- Ensuring that any job modified for the affected employee does not adversely affect any other employee.
- Respecting and maintaining confidentiality.
- Meeting legislative and contractual requirements.

SCOPE

This policy applies to any employee who is unable to perform his/her regular duties because of a workplace illness or injury and is deemed suitable for modified work by the treating health professional, long-term disability carrier or WSIB.

This policy does not apply to employees who are permanently disabled and require accommodation.

DEFINITIONS

Accommodation: An adaptation or adjustment that is required to enable an employee to perform their essential job responsibilities.

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Accommodation may include, but is not limited to, the following workplace modifications:

- the work area
- workers' job task
- equipment used to perform regular duties
- work locations
- reduced hours
- re-assigned duties
- more frequent rest breaks

Health Professionals: The group defined as health professionals for the purpose of this document is: physicians/medical specialists, chiropractors, physiotherapists and registered nurses (extended class). (This is consistent with WSIB approved group of health professionals.)

PROCEDURES

- The injured worker shall inform his/her immediate supervisor of a work related injury or illness as soon as possible. The Supervisor and (whenever possible) the injured worker shall complete an Accident/Incident Report Form. (See SPP JH 2.06 Accident Reporting & Investigations).
 - An injured employee is given a Form 7 and a Functional Abilities Form (FAF) to take to their Health Professional for completion. The employee shall return the FAF to his/her supervisor and the Human Resources Coordinator so a modified work program can be initiated as deemed appropriate by the FAF.
 - The Human Resources Coordinator and Supervisor shall discuss an appropriate return to work program based on the injured workers' FAF. Supervisory personnel shall identify suitable and available work, with assistance from the Human Resources Coordinator and the employee.
 - The employee's supervisor shall monitor individualized modified work programs and job progression shall be reported to the Human Resources Coordinator regularly.
 - Functional re-assessment shall be arranged by the Human Resources Coordinator as the case warrants.
 - Employees shall be encouraged to take an active and responsible role in their own rehabilitation.
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- The workplace parties may utilize many different tools to assist in an early and safe return to work. These may include but are not limited to exercise programs, functional abilities evaluations and on-site job evaluations.
- TBRHRI shall utilise the mediation services of the Workplace Safety and Insurance Board as necessary to resolve return to work issues.

Modified Work Program

A meeting will be held to review the work restrictions and develop a modified work plan if applicable. The modified work team will include:

- Employee
- Supervisor/Manager
- OH&S representative
- Vocational Rehabilitation Specialist (if applicable)
- Human Resources

Subsequent meetings will be held at regular intervals to assess the employee's progress. The frequency can be determined on a case by case basis. A written copy of the plan will be distributed to the participants.

Programs are usually 6 to 8 weeks duration. Exceptions can be considered on an individual basis if there is medical need.

It is expected that there will be continuous progress i.e. increase in duties and hours worked.

The employee will be paid by their supervisor for their hours worked. The balance of their time will be paid by sick benefit, if eligible, or the Workplace Safety & Insurance Board, if applicable. If a third party is involved, this may differ pending approval of the parties.

ROLES AND RESPONSIBILITIES

Duties of employees:

- Contact his/her supervisor as soon as possible after an injury and maintain contact.
 - Promptly return the WSIB's Functional Abilities Form to his/her supervisor/Human Resources.
 - Co-operate with the employer in identifying suitable employment that is consistent with functional abilities.
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- Co-operate in health care initiatives and in other return to work measures to assist in the return to work.

Duties of the employer:

- Contact the injured worker as soon as possible after the lost-time injury and maintain contact.
- In co-operation with the employee, identify and arrange suitable employment that is consistent with the employees functional abilities and pre-injury earnings.
- Co-operate in return to work measures required by the Workplace Safety and Insurance Board.
- Complete all WSIB Functional Abilities Forms.

Human Resources Coordinator:

- Facilitate an early return to work following an injury or illness.
 - Obtain certification regarding the employees medical condition, restrictions and progress.
 - Maintain regular contact with the employee for evaluation and support during the rehabilitation process.
 - Act as a liaison between employee, physician, supervisor, and WSIB/Insurance Carrier.
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