

## SAMPLE using TEMPLATE 1

Title: 12.1 (a through f) Early and Safe Return to Work	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: July 2006
Location: all facilities	

## PURPOSE

This program is to afford modified duties for all injured/illness employees. The program on the following pages will ensure that as a company we are able to supply modified duties to all employees fairly.

## SCOPE

The Human Resources Department, (Health & Safety) in collaboration with the departments have implemented a modified duty program. The program will assist in promoting a timely return to work of employees with work related injuries/illnesses. The program will reduce the impact of Workplace Safety and Insurance costs.

Definition of "MODIFIED DUTY"

Modified Duty is the modification of an employee position that allows for the employee to carry out the work assigned with-in the employees' capabilities.

## PRINCIPLES OF MODIFIED DUTY

The company recognizes that the temporarily disabled employee can and should be performing meaningful, productive employment. The modified duty program gives structure and organization to this principal and recognizes the employers, union(s), and employee(s) joint responsibility to participate in the rehabilitation of the employee.

Specifically:

- (i) The work must be productive and the result must have value.
- (ii) The work provided must not aggravate the employee's disability.
- (iii) The workers' disability must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned.
- (iv) The work must assist the employee in returning to their original position if possible.

The duration of the modified duty will be determined at the commencement of the program wherever possible.

- (v) Prior to starting the modified duty the employee and employer will sign an agreement with respect to the hours of work, the reporting requirements and the nature of the modified duty position.
- (vi) The employees' physician statement and the requirements of the employer will be reviewed for the modified duty position.
- (vii) The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with the employer's timetable.
- (viii) The employee is required to supply medical progress reports as every two weeks or as frequently as may be needed.

#### ROLES and RESPONSIBILITIES

- (i) To provide a fair and consistent rehabilitation policy for injured employees on or off the job or disabled due to illness or accident.
- (ii) To provide a meaningful employment for temporarily disabled employees and promote modified duty.
- (iii) To facilitate communication between the department, the employee, the treating agency of the employee, and the Human Resources department.
- (iv) To assist in the modification of the workplace.
- (v) To involve the work forces and ensure co-operation from the bargaining units.
- (vi) To explain the objectives and requirements.

#### HUMAN RESOURCES (Health & Safety)

- (i) To determine in consultation with the manager or designate, if the position can be modified.
- (ii) To monitor the progress of the employees modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained at the scheduled defined by the employer. The schedule of the meetings can be decided on a case by case approach.
- (iii) To liaise with the employees treating agency and other agencies when required.
- (iv) Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, department and the employer.

- (v) To develop in consultation with the employees treating agency, the employee and the immediate supervisor a modified duty program.
- (vi) To ensure that there is no conflict with the collective agreements (where applicable).
- (vii) Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.

IMMEDIATE SUPERVISOR:

- (i) To advise the employee of the availability of the modified duties or transitional work program and provide the required forms.
- (ii) To assist in the creation of, and support the employee's modified duty program.
- (iii) To maintain communication with the employee on modified duty and monitor the progress and the effectiveness, on an individual case by case basis.
- (iv) To inform other employees in the department of program goals
- (v) To communicate and assist in the evaluation of the program's effectiveness regular meetings are to be scheduled with the employee.
- (vi) Communicate with the injured worker, document the communication on the Contact Log. This communication is to be on a regular basis, at least once a week or as frequent as may be required. This will be determined on a case by case basis.
- (vii) To schedule bi-weekly meetings with the worker.

THE EMPLOYEE:

- (i) To maintain regular contact with the supervisor.
- (ii) To take an active role in developing there modified duty program.
- (iii) To communicate any concerns to their immediate supervisor and the Human Resources (Health & Safety) any concerns or problems. By doing the problems ironed out early.
- (iv) To obtain the necessary forms from the treating agencies as may be required by the employer. The employee may be responsible for the costs of any forms that are required.
- (v) To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- (vi) To co-operate with all requests for documentation as required by the WSIB and the Employer.

HEALTH CARE PROVIDERS:

- (i) To provide up to date medical information.
- (ii) Fill in the forms as requested.

- (iii) Act as a resource.

WORKPLACE SAFETY AND INSURANCE BOARD:

- (i) Process a claim on timely basis.
- (ii) Act as a resource.
- (iii) Follow the Workplace Safety and Insurance Act.

THE UNION:

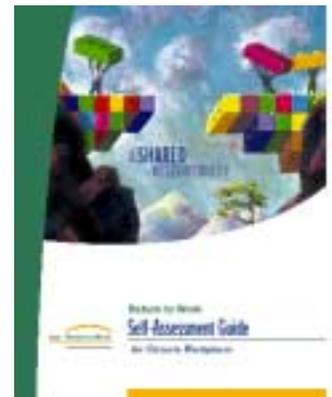
- (i) To counsel its members on the benefits of co-operation in the "MODIFIED DUTY " program.
- (ii) To co-operate in inter union placement of temporary modified duty employees.

WORKPLACE SAFETY AND INSURANCE BOARD REPORTING REQUIREMENTS

- Wage changes
- Changes in duties/duration of program
- Failure to cooperate
- End of program

**Resource**

- Return to Work Self-Assessment Guide for Ontario Workplaces (2790A)
- Workplace Safety and Insurance Act - Return to Work section



**SAMPLE - Contact Log  
Return to Work**

Employee's Name:	Phone #
Supervisor/Manager:	Phone #
RTW <sup>1</sup> Date:	Review Date: Target End Date:
Treating Physician(s):	Phone #(s)
WSIB Claim Number WSIB Claims Adjudicator:	Phone #

This form has 2 parts      Part one is the record of contact,  
Part 2 is modified duties, if required.

It is the supervisor's responsibility to ensure this form is kept up-to-date and in the Claims Management file established for the injured worker.

**Record of contact**

Date of Contact	Person contacted	Contents of Conversation
Example: 12 Oct 2005	Injured worker at home	Asked how they were, Did they need anything from their desk (answered their briefcase and car keys) I (Joe Safely) would contact them again in 3 days after their next assessment by their physician.

<sup>1</sup> RTW = Return to Work

