

# Samuel Safety System

## Return to Work Performance Tracking

### Purpose

- 1.1. To define specific performance indicators and/or targets that are used to determine the effectiveness and efficiency of the Return to Work (RTW) Program.

### Scope

- 2.1. The Samuel Ontario Group of Companies.

### Policy

- 3.1. It is the responsibility of the Occupational Health Nurse to perform a yearly review of the RTW Program and evaluate the effectiveness and efficiency of the Program (cost and duration).
- 3.2. Perform random employee surveys to evaluate the RTW Program.
- 3.3. Monitor, review and evaluate performance in the RTW Program: i.e. reporting timelines for injuries, completeness of applicable forms, etc.
- 3.4. Perform statistical analysis i.e. injury types, causes, durations, costs, etc. and communicate the results to Samuel's management.
- 3.5. Identify opportunities for improvement of the RTW Program.
- 3.6. Implement an Action Plan to address the findings.  
Specify the implementation time frames and responsibilities.
- 3.7. Improve the RTW Program based on the outcome of the review.

### References and Definitions

- 4.1. WSIA RTW Legislation
- 4.2. WSIB Return to Work Self- Assessment Guide
- 4.3. Samuel Modified Work and Rehabilitation Program

