

## **Return to Work Program (Administrative Practice)**

### **Responsibilities**

Management and employees of the Pembina Trails School Division are expected to support and fully comply with the procedures in this administrative practice. School staff, Management, Supervisors, and the Safety, Health & Environment (SHE) Officer are expected to promote the RTW Program, assist individuals on RTW Plans, and help to create a supportive working environment among peer and co-workers. Information such as the result of an injury are confidential and all involved parties must be prepared to respect privacy issues and ensure confidentiality of employee information as per PHIA and FIPPA.

### ***Management***

It is the responsibility of the Pembina Trails School Division management to ensure that the RTW Program is communicated and implemented. It is also the responsibility of management to promote, demonstrate full support, and ensure that the RTW Program is implemented in a positive and respectful manner.

### ***Direct Supervisor***

The employee's direct supervisor should respond to the employee's first report of injury with empathy, take the time to handle the investigation properly, and acknowledge immediate medical attention requirements. He/she completes all necessary documentation in a timely manner and maintains a record of employee discussions and agreed actions. The supervisor must keep informed of the injured employee's progress, maintain regular (weekly) communication with the employee, support the employee during his/her return to work, and encourage the employee to return to regular work as soon as they are able.

All supervisors should be open to provide temporary modified duties and/or the work schedule identified in a RTW plan and will monitor to ensure the employee is working within the restrictions set. The supervisor will notify the SHE Officer when the employee requires adjustment to the RTW Plan and/or when the employee is able to return to full duty.

### ***Employee/Injured Worker***

The employee is responsible for reporting all injuries to his/her supervisor on the day the accident occurred, no later than the end of shift. The employee also has a responsibility to provide details of the injury/illness and required medical information and documentation to the supervisor in a timely fashion. If a health care provider requires the employee to be off work, the employee's doctor must complete the Divisional Occupational Health Assessment form, indicating the workers restrictions; stating whether they can or cannot work; and the length of their time off. The employee must regularly communicate the status of the injury and the expected date of return to work to their supervisor.

Once the employee has been cleared to return to the workplace (with or without restrictions), they are expected to cooperate and work with his/her supervisor and the Safety, Health & Environment Officer to create a RTW plan (if required) and make every effort towards a full recovery. The employee should perform according to the RTW plan and follow all directions and treatments outlined by the treating health care practitioner both at work and at home. The employee should keep their immediate supervisor informed of any changes to his/her medical situation and potential impact on the RTW Plan and/or modifications to the plan.

### ***Safety Health & Environment (SHE) Officer***

The Safety, Health & Environment (SHE) Officer is responsible for coordinating all activities associated with the RTW Program, working with internal and external parties to design and implement effective RTW Plans, and complete required administration of such.

The SHE Officer will work with supervisors to facilitate the injured employee's earliest possible return to the workplace and his/her pre-injury/illness position. They also work with the injured employee to assist in a positive application of the RTW Process. These should be communicated with the injured employee's supervisor.

## RTW Process Procedures

1. Immediately report all accidents and illnesses to your supervisor and obtain necessary first aid and/or health care.
2. Complete the accident reporting and WCB paperwork, depending on your injury. All paperwork must be completed same day or next day and forwarded to the S&H Officer same day or next day (as quickly as possible) for reporting purposes.
  - I. **Minor first aid injury:** worker completes the WCB green card and must be signed by the supervisor. Forward all paper work to the S&H Officer.
  - II. **Injury requiring medical aid from a doctor** – Worker completes the WCB accident form and may require that their doctor complete the Occupational Health Assessment Form (OHAF), depending on the injury. All paperwork must be forwarded to the SHE Officer.
  - III. **Injury that requires time off from work** – Worker completes the WCB accident report form and must have their doctor complete the Occupational Health Assessment Form if they will be missing time away from work or if they have restrictions. The Occupational Health Assessment Form allows the employer to assist the employee by creating a return to work program specific to the workers restrictions. All paperwork must be forwarded to the SHE Officer.  
  
**Note: you cannot be off work without a completed Occupational Health Assessment Form, stating what your restrictions are or your reasons for being off.**
3. Bring the OHAF form to your Health Care Practitioner to complete.
4. Return completed OHAF to immediate supervisor once completed by Health Care Practitioner the same day / next day / or **before the start of your next shift** whichever is sooner.
5. When receiving medical treatment for any compensable work related injury or illness, tell the healthcare provider the treatment is due to an “on the job injury.”

6. You must supply your supervisor with a completed OHAF if you will miss time away from work due to a work place injury. The form must be returned to your supervisor the same day or next day.
7. You are expected to follow your physician's treatment plan; attend all scheduled follow-up visits or physical therapy appointments; and provide work status reports from your physician to WCB and Pembina Trails.
8. When possible, any medical appointments should be scheduled before or after your shift times so that your absence from work will be minimized.
9. To facilitate the healing process, adhere to your medical restrictions at home as well as at work.
10. Cooperate fully with the WCB company adjuster that may be assigned to your claim.
11. Keeping a positive attitude during your recovery is essential to the healing process.
12. If restricted from work, keep your Supervisor and WCB case manager informed on a weekly basis of your progress.
13. Immediately advise your supervisor and WCB case manager when you have been released back to work for full or light duty.
14. Participation in the Return-to-Work program at Pembina Trails is mandatory for all employees, regardless of the mechanism responsible for your absence. It doesn't matter if you get hurt at work or at home the Return-to-Work program applies.
15. If your physician has determined that you can return to work with some restrictions, e.g. lifting or standing limitations, the Division may provide "light duty" work for occupational injuries based on their operational needs.

**Note: Light duty work is a temporary measure to help the transition back to a full day work status. Generally, light duty is limited to six weeks duration.**

16. Light duty work may be assigned on a shift other than your scheduled shift due to company operational needs.

17. Upon receipt of your OHAF, you may be required to meet with your supervisor and the SHE Officer to determine your RTW plan. You will be required to assist Pembina Trails to identify suitable work consistent with the OHAF and you and your supervisor will be required to communicate regularly on your RTW plan and recovery of your injury.
18. If you are having difficulty with your return to work duties you must report any difficulties to your direct supervisor. If the supervisor is unable to resolve the dispute issue the SHE Officer may be involved.
19. Upon a return to work, if an employee has less than 10 days of sick leave or is medically required to re-enter the work force on a gradual return to work, the employee must be placed on a one week lag. Timesheets must be submitted to payroll every Friday until the employee has accrued the necessary 10 days of sick leave and/or has returned to their full time equivalency.
20. Once an employee has returned to work full time **and** has 10 days of accrued sick leave, payroll will advise the employee by email and bring all hours up to date and will be paid.