


Sample 2.1 - Checklist for Case Managers and/or Supervisors

	ACTIVITIES	COMMENTS
	Contact the worker within 24 -48 hours of the reported injury/illness.	
	Talk to the worker about the organization's procedures for disability management.	
	Provide support and encouragement to the worker.	
	Maintain contact with the worker at least once per week.	
	Complete an accident/ dangerous occurrence report form.	
	Complete all other required insurance claim forms if required.	
	Obtain consent from the worker to communicate with other health care professionals and third party administrators.	
	Have internal or external rehabilitation resources to accommodate urgent referrals.	
	Establish communication as quickly as possible with the primary health care provider.	
	Obtain information regarding restrictions or limitations for work activity.	
	Develop a return to work plan.	
	Discuss the details of the return to work plan with the worker.	
	Inform all members of the return to work team of the plan.	
	Monitor, progress and evaluate the return to work plan as it proceeds.	
	Communicate regularly with all parties.	



	Contacts	Date of Contact
	Worker	
	Manager	
	Supervisor	
	Union Representative	
	Health and Safety Committee	
	Health Care Provider	
	Rehabilitation Consultants	
	Human Resources	
	Claims Manager (WCB, MPI, LTD)	