Return to Work Policy - Sample

**Policy #:**

**Title:**

**Subject:** Injury Reporting and Return to Work Program Policy

**Approved by:**

**Effective Date:**

**Review Date:**

1. **POLICY**

When a worker is injured or becomes ill as a result of work or personal reasons, the goal of (Organization's Name) is to reduce the impact of the injury or illness by helping workers return to safe and suitable work as soon as health permits. The primary goal of the return to work program is to return a worker to their regular, pre-injury work duties. If, however, this is not possible, the return to work program will assist the employer and worker to identify other safe and suitable modified or alternate work duties for workers when they are fit to do so. This will support workers and the employer by promoting recovery, maintaining workplace connections and minimizing uncertainty for the future.

The return to work program will work in collaboration with the worker, their leader, healthcare provider(s), the Workers Compensation Board (WCB) of Manitoba or other applicable insurer, and the union when applicable. This approach best supports active involvement, participation, and accountability by all parties.

1. **SCOPE**

The return to work program applies to all workers, regardless of their employment status (full-time, part-time, term, casual, unionized and non-unionized), or type of injury or disability (physical or cognitive), and regardless of which type of benefits the worker is in receipt of (e.g. WCB, motor vehicle insurance, sick leave, short or long term disability benefits).

1. **OBJECTIVES** 
   1. Provide safe and suitable work accommodations to lessen the human and financial costs of injury.
   2. Return the injured worker to work as close as possible to their pre-injury duties and earnings.
   3. Ensure the worker’s return to work is in compliance with the requirements the employer has outlined in the collective agreements, and all applicable laws including requirements under *The Workers Compensation Act*.
   4. Avoid re-injury through safe and suitable work assignments and effective monitoring.
   5. Assist the worker to return to their regular work environment in a safe and timely manner.
   6. Maintain organizational objectives and productivity.
   7. Provide supervisors/managers with the tools and training necessary to assist the Return to Work Coordinator in managing injury and disability claims in a consistent and effective manner.
2. **RETENTION, STORAGE AND FILE ACCESS**

Storage of information related to the worker's injury, return to work and claim information is the responsibility of the Return to Work Coordinator. All information is to be kept in individual confidential files specific to the worker and separate from the personnel file. Upon written request, the worker is entitled to view the contents of their file in the presence of human resources/designate.