



Title: Early and Safe Return to Work Policy	Internal/ External
Department: Corporate Services- Safety and Training	Policy Number:CS-032
Approval Date: March 03 / 2014	Implementation Date: March 04 / 2014
Revision Date: August 08 / 2018	

BACKGROUND

The Town of Paradise is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner.

PURPOSE/OBJECTIVES

The purpose of this policy is to outline the Town’s commitment to early and safe to return work for work related and non- work related injuries.

POLICY STATEMENT

The Town of Paradise is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner.

The Town of Paradise will fulfill this commitment by contacting the worker as soon as possible after the injury and offering employment that is consistent with the worker’s functional abilities.

Job options will be identified and using the Workplace Health, Safety and Compensation Commission’s Hierarchy of Return-to-Work as identified in WHSC Policy RE-18 and in accordance with Section 89 of the Workplace Health, Safety and Compensation Act. The Early and Safe Return to Work Program will be developed and reviewed in joint and meaningful consultation with workers.

The Town of Paradise will use a cooperative and consistent program that uses modified work, ease back rehabilitation strategies, job placement and follow-up to ensure that all, injured and disabled workers can remain at work or quickly returns to safe, productive and meaningful work.

All members of the Town of Paradise, including managers, supervisors, co-workers and the union are responsible for actively participating and cooperating in the return-to-work process when required. When necessary the Town of Paradise will seek input and advice from other parties involved in the return to work process, including the Workplace Health and Safety Compensation Commission and external health care providers.

Each department will attempt to accommodate employees who cannot perform the basic duties of their

position. Where this is not possible, all departments will cooperate in meeting the company's policy of locating suitable alternate employment.

All personal information collected will be held in strict confidence, and will not be released to any party without the consent of the worker, except as required by law.

All staff of the Town of Paradise must follow their assigned roles as outlined in our disability management policy CS-008.

DEFINITIONS

"Disability management" refers to the process in the workplace designed to facilitate the employment of persons with a disability through a coordinated effort and taking into account individual needs, work environment, operational needs and legal responsibilities.

"Disability" refers to any impairment arising out of any occupational or non-occupational related illness, injury or disease which prevents an employee from performing his/her essential job duties.

"ESRTW" - Early and Safe return to work is to enable you to remain at the workplace following an injury or to return to the workplace in a safe and timely manner if you have already lost time from work.

"Accommodation" Accommodation is any change or adaptation to the work, hours of work, work duties or workplace, and includes the provision of equipment or assistive devices. In any specific case, accommodation can include, but is not limited to, any of the options outlined in this policy or an appropriate combination thereof

"Alternate Duties" Alternate duties are non-pre-injury duties within the worker's functional abilities.

"Alternative Work" A different job or bundle of duties (not the pre-injury job or duties) that are suitable and are provided to accommodate a worker who has temporary or permanent functional restrictions as a result of the injury.

"Assistive Devices" Assistive devices include aids/attachments specifically designed for the worker and/or required by the worker to perform job-related activities.

"Ease Back" A gradual return to pre-injury hours of work achieved by increasing the number of hours worked over a defined time frame agreed upon by the workplace parties utilizing the functional abilities information relating to the worker. While the pre-injury hours of work vary, the pre-injury duties are the same.

"Modifications" Changes to job schedule, equipment, organization of work, facilities or hours.

"Modified Work" Changing the job duties of the pre-injury position required to accommodate the worker's functional restrictions as a result of the injury. Modified work includes altering or removing some duties; however, the worker is still working primarily in his or her pre-injury position.

"EAP" Employee Assistance Program

GUIDELINES AND PROCEDURES

1. Occupational injury/illness

The Town will support strategies and interventions of effective disability management and will facilitate return to work services and programs using a hierarchical sequence. The Town will make every effort to accommodate and continually communicate with its employees as required by the Workplace NL re-employment obligation and duty to accommodate. The goal is to safely return the worker and ensure the re-employment obligations are met.

As an employer, the Town has the right to request specific functional abilities information or evidence in order to provide accommodation for an employee for occupational injury/illness. To ensure the protection of privacy for the employee, specific individuals have been designated to handle an employee's claim file. Designated individuals who receive this information on behalf of the employer shall not disclose it except to a person who is assisting the employer in returning the employee to work. These designated individuals shall not disclose confidential information regarding the personal or medical issues to the employer.

2. Non Occupational illness/injury

The Town is committed to supporting employees who have obtained non-work related injury/illness. The supervisor and safety & training coordinator will consult with the employee to work towards a safe and healthy return to work.

By obtaining the proper medical documentation and maintaining good communication, the Town will support the employee to ensure an effective return to work plan. In these matters privacy is of the utmost importance and will be maintained throughout the process. Once the employee has returned to work, it is to be understood that their recovery, attendance and progress will be monitored by their supervisor.

Depending on the length of leave required, employees may: utilize their sick leave, take advantage of Employment Insurance based on their eligibility as per EI sick leave policy or apply for entitlements under their group insurance plan.

3. Responsibilities

3.1 Employer

- (i) Contact the worker as soon as possible after the injury occurs and maintain effective communication throughout the period of the worker's recovery or impairment;
- (ii) Provide suitable and available employment.
- (iii) Give the Commission, any information requested concerning the worker's return to work, including information about any disputes or disagreements which arise during the early and safe return to work process. (This only applies to occupational injuries/illness)

3.2 Injured or Ill Worker:

- (i) The role of the injured or ill worker is to actively participate in the return to work process to ensure that it is safe, sustainable and suitable.

- (ii) Contact the employer as soon as possible after the injury occurs and maintain effective communication throughout the period of recovery or impairment;
- (iii) Assist the employer, as may be required or requested, to identify suitable and available employment;
- (iv) Accept suitable and available employment;
- (v) Give the Commission any information requested concerning the return to work, including information about any disputes or disagreements which arise during the early and safe return to work process. Workers are eligible to receive appropriate benefits while co-operating in their active medical rehabilitation and in the progressive early and safe return to work process.
- (vi) Provide appropriate medical documentation if absence is greater than three consecutive days or more than six days in a year.
- (vii) Have Non- Occupational Work Abilities & Restriction Form completed and returned to employer before returning from absences longer than five days, or if there are restrictions as a result of functional abilities.
- (viii) In cases where the “Non-Occupational Work Abilities & Restriction Form “ does not present clear information or the doctor would prefer a measured assessment , employees will be referred for a ‘Functional Assessment” or “Independent Medical Evaluation”
- (ix) Actively participate in return to work planning, rehabilitation and functional assessments.
- (x) Employees have a responsibility to work within the guidelines of their health care provider, and never perform any tasks that may result in a setback of recovery.

3.3 Human Resource Officer – Disability Management and Training:

- (i) Administers the Return to Work program and ensures appropriate supporting policies and procedures are developed and maintained.
- (ii) Collaborates with others to clarify the hierarchy of return to work priorities;
- (iii) Plans and implements all education and communication with respect to the Disability Management Program
- (iv) Actively supports the injured or ill worker;
- (v) Facilitates the return to work of an employee, and liaises with supervisors in the development of a safe return to work plan

3.4 Supervisor

- (i) Is the initial point of contact following an injury or illness and will initiate contact with the Safety and Training coordinator and monitor safe work practices of employees who are returning to work.
- (ii) Discusses medical documentation requirement and provides applicable forms to be completed
- (iii) Once notified of leave longer than five days, contacts appropriate employee to cancel work

connected email, cell phone, security alarm codes and building access cards.

- (iv) Contacts appropriate employee to reactivate work connected email, cell phone, security alarm codes and building access cards once notification of return to work date.

3.5 Human Resources

- (i) Monitoring absences for costs and outcomes
- (ii) Liaise with insurance provider for non-occupational illness/injury that are accepted by the provider.
- (iii) Provide support to all parties involved in the Disability Management Program
- (iv) Provide assistance to employees in accessing the applicable insurance policy / program
- (v) Administration of EAP

3.6 Union Representative

- (i) Provides support and commitment to the Disability Management program objectives.

3.7 Insurance Providers

- (i) For non-occupational injury/illness, the insurance provider is responsible for administering the applicable insurance policy or program.

REVIEW:

This policy statement will be reviewed on an annual basis or as necessary following new experience and or knowledge.

Chief Administrative Officer: _____



Date: _____

Sept. 20/18

Mayor _____



Date: _____

Sept 20/18



Early and Safe Return to Work Policy Statement

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Each department will attempt to accommodate employees who cannot perform the basic duties of their position. Where this is not possible, all departments will cooperate in meeting the company's policy of locating suitable alternate employment.

All personal information collected will be held in strict confidence, and will not be released to any party without the consent of the worker, except as required by law.

All employees of the Town must follow their assigned roles as outlined in our Disability Management Policy CS-008.

This policy will be reviewed at least annually and will be updated or changed as required.

A handwritten signature in blue ink, appearing to read "D. Bobbett", written over a horizontal line.

Mayor, Dan Bobbett

A handwritten signature in blue ink, appearing to read "L. Niblock", written over a horizontal line.

CAO, Lisa Niblock

Date: Sept. 26/2018