



Return to Work Program

Section F: Review of Employer Return to Work Program

An acceptable Return to Work Program facilitates an employee's return to work as soon as medically possible after a job-related injury or illness. A Return to Work Program provides fair and consistent practices for accommodating the needs of employees who have become ill or injured on the job or have sustained a temporary or permanent partial disability covered by the Workers' Compensation Law in order for such employees to make a timely and safe return to work. The final, approved Return to Work Program plan shall be provided to the designated employee representative(s) in each workplace location or to the recognized representative of each collective bargaining unit, where applicable, and shall be made available to all employees upon request

Program Element #1

An employer's statement of commitment to providing safe, gainful, and meaningful employment to employees as soon as medically possible following an on-the-job injury or illness.

Program Element #2

A plan for communication with all parties, including the injured worker, the treating physician, the collective bargaining representative, if any, and the Board, in order to facilitate an employee's return to work. The communication must be made in accordance with applicable privacy laws.

Program Element #3

A policy and procedure for returning injured employees to the workplace that is communicated to all employees and collective bargaining representatives in writing and in a timely manner.

Program Element #4

Policies and procedures that focus on returning the employee to his or her pre-injury employment in a safe and timely manner, accommodating the needs of that employee concerning a position with the employer, and which do not cause undue hardship on the parties or violate an existing collective bargaining agreement.

Program Element #5

A policy and procedure for ensuring the involvement of the injured or ill employee in all aspects of the return to work process.

Program Element #6

A policy and procedure for ensuring the involvement of one or more designated representatives of employees and/or the recognized representative(s) of each collective bargaining unit, where applicable, in the Return to Work Program.

Program Element #7

A policy and procedure for ensuring that the injured employee's treating physician is, in a timely manner, given information which will assist in determining the injured worker's ability to return to the pre-injury job, a modified job, or a suitable alternative work assignment at the employer.

Program Element #8

A process for the development and implementation of a written individual return to work plan for each injured or ill employee, developed by the employer, the employee and the designated representative(s) of employees and/or the recognized collective bargaining representative, where applicable.

Program Element #9

A policy to return an injured worker to the pre-injury job as soon as it is medically determined by the treating physician that the employee is capable of performing the essential duties of their pre-injury or pre-illness job.



Program Element #10

A policy and procedure to make reasonable efforts to accommodate the employee's work-related injury or illness so that the post-injury job is consistent with an assessment by the worker's treating physician, with the goal of offering the employee alternative suitable and available work that is comparable in nature and earnings to the worker's pre-injury job.

Program Element #11

A policy and procedure for referring an employee to a vocational assessment and for providing vocational services if the injured or ill employee cannot safely perform the essential duties of the pre-injury job or a suitable alternative job at the employer.

Program Element #12

A procedure for monitoring the employee's progress, recovery, and return to work, with notice to the employee's treating physician and the recognized collective bargaining representative, if any.

Program Element #13

Strategies for maintenance and promotion of the program.

Program Element #14

An evaluation component that includes realistic and measurable criteria to determine the appropriateness and effectiveness of the program and an assessment of employee participation in the program.

Program Element #15

Designation of a Return to Work Program contact at the employer for use by employees seeking to participate in the Return to Work program.