



INJURED WORKER – EARLY AND SAFE RETURN TO WORK PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Director, Safety and Security

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PROCEDURE STATEMENT:

The purpose of this procedure is to establish protocols that facilitate a successful early and safe return to work for workers injured at the workplace. This is accomplished through the Occupational Safety Office managing a strategy closely with the injured worker, their respective union or association if applicable, their health care professional and their immediate supervisor.

SCOPE:

This procedure applies to all Conestoga workers who meet the definition of a worker under the Ontario Occupational Safety Act and Regulations (OHSA) who sustain a workplace injury that results in lost time and/or seek medical attention from a certified health care professional.

DEFINITIONS:

Injury

An event that results in physical harm to a worker.

Near Miss

An incident that does not, but had a potential to, result in an injury, or property damage

Functional Abilities Form (FAF)

A communication tool for the workplace parties. It is completed by the treating health care professional and provides the employer and the injured/ill worker with a common frame of reference about the worker's functional abilities to identify jobs that are suitable for the worker.

Modified Duty

A temporary position to which an employee is assigned when he/she is unable to return to his/her regular position following an on-the-job injury or illness. The Return to Work position temporarily addresses the restrictions placed on an individual by the employee's treating health care professional.

Safe Duties

Those duties which the affected worker can safely undertake as per their FAF.

Medical Aid

Treatment or examination by a physician, dentist, chiropractor, physiotherapist, emergency room attendant or similar health care professional.

WSIB

Ontario Workplace Safety Insurance Board.

MOL

Ontario Ministry of Labour.

MOE

Ontario Ministry of the Environment.

Work Hardening

A systematic program of gradually progressive, work related activities performed with proper body mechanics to physically and psychologically recondition the worker in order to facilitate return to full pre-injury employment.

Transitional Work

The placement of partially disabled or recovering employees into meaningful, productive work within the organization.

Modified Duties Awareness Form

Confirmation that the worker is aware that Conestoga College does offer and is prepared to offer modified duties should the worker be unable to perform their regular duties without restriction as listed in the FAF form

RESPONSIBILITIES

Responsibility Subheading

Workers

- a) Work in compliance with Conestoga procedures and work instructions;
- b) Report any hazardous equipment, condition or action that could result in injury to persons or damage to property;
- c) In the event of an injury or near miss, report immediately to their supervisor and provide details on the type of injury or near miss injury potential, location and circumstances;
- d) Obtain proper medical treatment immediately following a work related illness or injury and follow the recommendations of their health care professional;
- e) Return the FAF and signed Awareness of Modified Duties Form upon return from medical practitioner
- f) In the event the injury results in lost time from work, maintain communication with the employer throughout the recovery process;
- g) Provide any WSIB information requested concerning their return to work;
- h) Complete all forms in a timely manner;
- i) Cooperate and assist the employer in identifying suitable employment that is consistent with the workers functional abilities; and
- j) Cooperate in health care initiatives and in other return to work measures to assist in the return to work process.

Supervisors

- a) Ensure that workers are aware of hazards, procedures, work instructions and protective equipment to protect the worker;
- b) Provide the worker with a copy of the Modified duty Awareness Form as well as the WSIB FAF form
- c) Respond to reports from workers of injury or near miss incidents;
- d) Investigate all incidents and report to Occupational Safety Office;
- e) Submit a completed Incident Report Form of all injuries or near miss incidents under their supervision to the Occupational Safety Office;
- f) Develop, in consultation with the worker and the Occupational Safety Office, a modified duty program for the return to work of injured workers; and
- g) Monitor individualized modified work programs and document and report progression to the Occupational Safety Office on a regular basis.

Occupational Safety Office:

- a) Manage all WSIB claims (with Union consultation where applicable)
- b) Report all cases of lost time injury or medical aid to WSIB;
- c) Report any Lost Time to Human Resources and Payroll. Continue to communicate until worker has returned to regular duties
- d) Contact injured worker as soon as possible after the injury and maintain contact;
- e) Ensure an FAF is completed and reviewed regularly;
- f) Review functional abilities with the worker each week and update as determined by:
 - the severity of the injury
 - previous FAF
 - changes in circumstance or injury

- g) Determine, in consultation with the manager or designate, if the position can be modified to suit the restrictions identified by the FAF;
- h) Develop, in consultation with the worker and manager or designate, a modified duty program for the early and safe return to work as soon as medically possible;
- i) Monitor the progress of modified duties through regularly scheduled contact with the worker and supervisor;
- j) Liaise with worker's treating agency as required; and
- k) Liaise with WSIB reporting any
 - wage changes
 - change of duties
 - duration of program
 - failure to cooperate
 - end of program

WSIB

- a) Review all workplace injury claims submitted on Conestoga's behalf;
- b) Provide effective claims management and monitor progress and cooperation of injured worker;
- c) Obtain, review and clarify functional abilities limitations;
- d) Assess the need for labour market retraining if early and safe return to work is unlikely;
- e) Resolve difficulties and disputes through the return to work and labour market retraining process;

- f) Provide ergonomic and mediation services; and
- g) Govern and rule on all claims related and compliance issues.

PROCEDURE:

Reporting

- a) In the event of an injury to a worker at the workplace, the supervisor will be notified by the worker (or co-worker) immediately. Depending on the severity of the injury, medical aid will be provided at the site or a medical facility.
- b) Supervisors will complete an Incident Report Form and submit to the Occupational Safety Office within 24 hours. Forms and instructions are available on Conestoga's Occupational Safety webpage.
- c) If the worker requires medical attention. The supervisor shall supply the worker with a copy of the modified duty awareness as well as the WSIB FAF form. The worker shall return the completed forms upon their return from the medical practitioner
- d) If the incident results in a critical injury, the Occupational Safety Office will be contacted immediately and the critical injury investigation process will be initiated.
- e) The Occupational Safety Office is responsible for all legislative reporting requirements to WSIB, MOL, MOE, etc.

Lost Time Injury

The Occupational Safety Office manages the injury claim with the objective of an early and safe return to work and full functional abilities to the pre-injury duties of the worker. This objective is achieved by:

- a) contacting the injured worker as soon as practical;
- b) providing FAF to the worker or health care provider;
- c) reviewing completed FAF with the worker, manager or designate;
- d) determining, in consultation with the worker, manager or designate, if the position needs to be and can be modified to suit the identified restrictions;
- e) Developing, in consultation with the worker, manager or designate, modified duties that would support the early and safe return to work;
- f) Documenting regular contact with the worker during recovery and review updated medical conditions;
- g) Obtaining updated FAF during the recovery period; and
- h) Liaising with WSIB as required to manage the claim.
- i) Consider contacting third party medical regarding review of medical reports should the worker be off work or on Modified Duties for longer than one week

Modified Duties Provisions

On review of FAF, consideration is given to:

- a) Safe duties within department;
- b) Safe duties in other departments; and
- c) Other suitable work within the worker's union or association.

Transition to regular duties includes work hardening and/or transitional work.

d) Reporting of Hours is done by the supervisor. Occupational Safety will report hours as per the employees Modified Work Log

e) Human Resources will deal with the employee's contract, should the need arise, to reflect any and all return o work plan hours

REFERENCES:

Ontario Occupational Health and Safety Act R.S.O. 1990

WSIB Workwell Best Practice Guidelines element 12.1

OSP-002 Statement of Responsibilities

OSP-019 Incident Response and Reporting

OSF-003 Incident Report Form

REVISION LOG:

Revision Date	Summary of Changes
January 2011	Procedure Developed
January 21 2011	Policies and Procedures Committee - Approved
January 26 2011	Academic Coordinating Committee – Approved
October 19, 2015	Amended to include: Modified Duties Acknowledgement Form, Offer of Suitable/Available Work, and Modified Work Log
December 7, 2015	Policy and Procedure Committee – Approved
December 16, 2015	Academic Coordinating Committee - Approved

REVIEW LOG:

As Policy Owners, we certify that the Return to Work Procedure is appropriate and provide an up-to-date framework in which decisions can be made and implemented.

Kirsty Bradley-McMurtrie,
Director Safety and Security

Date