



# SAFE RETURN TO WORK POLICY

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<b>CODE:</b>	C.005
<b>NUMBER:</b>	HUMAN RESOURCES
<b>RESPONSIBILITY:</b>	ASSISTANT DIRECTOR OF EDUCATION - HUMAN RESOURCES
<b>APPROVAL:</b>	BOARD OF TRUSTEES
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## POLICY STATEMENT

The Innu Education School Board is committed to establishing and maintaining a process that returns injured workers to suitable and available work in a timely and safe manner following an injury or illness. Only work that is considered to be meaningful and productive will be assigned to injured workers during Return to Work Programs. The employer will make every reasonable effort to provide suitable and available work that is consistent with the injured worker's functional abilities and, where possible, restores the work's pre-injury earnings. The School Board will comply with all relevant regulatory requirements and will be guided by industry best practice standards.

## RATIONALE

The Innu Education School Board understands the importance of preventing work-related incidents and accidents. Consistent with this is the employer's commitment to disability management and return to work initiatives that facilitate the safe and timely return of injured workers to the workplace. The implementation of an effective RTW policy will help to:

- Ensure consistent practices for returning injured workers to the workplace.
- Improve employee morale, communication and cooperation.
- Reduce the number of days lost from work due to injuries and illnesses.
- Reduce direct and indirect workers' compensation and sick leave costs.
- Positively impact schooling outcomes.

## SCOPE

This policy applies to all employees of the Innu Education School Board. All injured workers who have some level of functional abilities are required to actively participate in a Return to Work Program that is based on their functional abilities and specific job demands.

## PROCEDURES

### *The Worker Shall:*

- Contact Innu Education School Board Office weekly during the recovery period.
- Provide medical information, such as a Health Professional's letter of clearance to return to work, and a Functional Abilities Form from the doctor, which outlines the physical capabilities.
- Report any task difficulties immediately.
- Fully cooperate with the Return to Work process.

### *The Board and School Administration Shall:*

- Promote and implement the Return to Work Plan and ensure it is updated as required.
- Maintain communication throughout worker recovery.
- Assist in the collection of medical information and job descriptions for job task analysis.
- Develop and implement workplace modifications.
- Monitor the progress of the worker and maintain records of this progress, and keep the WHSCC informed of this progress.
- Ensure that the returning worker is treated with respect and dignity.