



<b>Title:</b> Return to Work Program	<b>Section: 10</b>	<b>Issue Date: February 2021</b>
<b>Approved by:</b> Walter Spivak, President	<b>Signature:</b> 	<b>Revision Date: NA</b>

**10.1 Policy Statement**

CF is committed to developing and maintaining a safe and healthy work environment and to providing a fair and consistent policy for rehabilitation of workers who have been injured at our workplace.

CF will make every reasonable effort to provide accommodation to a worker who is impaired. The goal is to return workers as close as possible to their pre- accident earnings profile in meaningful and sustainable work.

An annual review and assessment of our Return to Work Program will be completed using industry specific tools and resources.

**10.2 Principles**

CF’s principle goal in our Return to Work Policy is the effective management of a worker’s rehabilitation through a knowledgeable and cooperative approach.

Ensure that a worker receives prompt, effective, and timely access to services required to enhance and facilitate their rehabilitation.

Where the project or work location is unable to provide a suitable work assignment, an attempt will be made to place the worker in another department.

**10.3 Program Objectives**

1. Allow the worker’s return to the work force as soon as possible by:
  - a. Encouraging active recovery
  - b. Promoting timely identification of assistance required such as; medical services, methods of accommodation and vocational rehabilitation services
  - c. Helping maintain contact with co-workers
  - d. Reducing the sense of estrangement from the company
  - e. Reducing the time needed for return to full work capacity
  - f. Helping to maintain a sense of identity, self-respect, and value
2. Ensure that ongoing communication is maintained between all parties.
3. Ensure that all workers are treated fairly and consistently.
4. Promote greater health and safety.
5. Promote productivity and efficiency through the use of:
  - a. experienced trained workers
  - b. a more efficient management of compensation costs
6. Ensure compliance with Human Rights legislation, workers’ compensation legislation and other related legislation.



## **10.4 Understanding and Practices**

Should a worker become unable to perform his/her regular duties due to a workplace injury, every reasonable effort will be made to place the worker in another position that they are capable of performing.

CF and worker acknowledge the benefits of early rehabilitation planning to facilitate the medical and vocational recovery of an individual, thereby restoring the worker as close to their pre-accident earnings profile as possible.

Short-term action plans and long-term recovery plans of up to twelve (12) weeks will be used to accommodate an individual's needs and to facilitate a safe return to work.

Workers, who have been deemed, by a qualified medical practitioner, temporarily or permanently impaired due to a workplace injury, will qualify for this assistance.

**Note:** Injuries requiring permanent accommodation will be reviewed and considered on a case by case basis.

### **During These Periods**

- The worker will be considered to be on a medical recovery program and the supervisor will be responsible for completion and submission of the Modified Weekly Report to the H&S Department.
- Cooperative plans will be developed to meet medical and workers compensation approval.
- Work will be modified to accommodate the individual's needs and duties will be progressively restored as the worker recovers.
- Extensions will be granted where clear objectives are predictable and achievable.
- The worker's regular position may be temporarily filled.
- The worker will receive full pay while active in the plan.
- Upon completion of the recovery period, a determination of placement will take into consideration the workers' compensation legislation, the Human Rights Code and the workers' identified needs, if any.

## **10.5 Procedures**

The Return to Work procedures are an extension of CF's H&S Program. The procedures are divided into three (3) sections that generally reflect the seriousness of the injury:

1. First Aid Only
2. Medical Aid / Recordable Injury – No Lost Time
3. Medical Aid – Lost Time Injuries



## **10.6 First Aid Only**

### **Report**

All work-related injuries and complaints are to be reported promptly to the worker's supervisor.

### **Assessment**

An assessment will be made by the supervisor and the worker to determine the necessity if any, for medical treatment.

### **Action**

1. Where no medical treatment is considered necessary, the appropriate first aid will be provided.
2. Ensure completion of accident/incident investigation report and forward it to the H&S Department (see Section on Accident/incident Investigation for details).
3. Ensure the H&S Department is notified

### **Return to Work**

The worker is to return to his/her regular job where appropriate, with short-term and/or minor accommodations if required.

### **Follow Up**

The worker's supervisor is to follow-up with the worker at appropriate intervals in order to ensure that there are no further difficulties.

## **10.7 Medical Aid / Recordable Injury– No Lost Time**

\*For Definition of a Recordable Injury see Section 9: Accident & Incident Investigations and Safety Opportunities.

### **Report**

All work-related injuries and complaints are to be reported to the worker's supervisor.

### **Assessment**

An assessment will be made by the worker's supervisor and the worker to determine the necessity if any, for medical treatment.

### **Action**

Provide First Aid treatment as necessary. Depending on the severity of the injury the worker's supervisor will:

1. Make arrangements for safe transportation and accompany the worker to a local medical clinic or hospital emergency

or

Contact the worker's family physician or the pre-determined company physician to arrange an appointment for the worker.



2. Ensure completion of:
  - Accident/incident Investigation Report;
  - Functional Abilities Form or Form 8– to be completed by treating Doctor.
3. Letter to Health Care Provider H&S\_FORM\_019
4. Ensure the H&S Department is promptly notified
5. Forward a copy of (a) and (b) above H&S Department **within 24 hours of the time the accident is reported to the supervisor.**

## **Review Findings**

### **Case Planning for Minor Injuries**

The Supervisor will conduct a functional assessment together with the worker, by comparing the Physician's Report and the worker's personal assessment, with the physical demands of available tasks (work).

### **Return to Work**

The worker is to return to work as outlined in this action plan. The worker's supervisor will brief coworkers where appropriate.

### **Follow Up**

The worker's supervisor will monitor the worker's progress and resolve any difficulties. Follow-up will continue until the worker has returned to their pre-injury job & reported full recovery.

## **10.8 Medical Aid – Lost Time Injuries**

### **Report**

All work-related injuries and complaints are to be reported to the worker's supervisor.

### **Assessment**

An assessment will be made by the worker's supervisor and the worker to determine the necessity if any, for medical treatment.

### **Action**

Provide First Aid treatment as necessary. Depending on the severity of the injury the worker's supervisor will:

1. Make arrangements for safe transportation and accompany the worker to a local medical clinic or hospital emergency

or

Contact the worker's family physician to arrange an appointment for the worker.

2. Ensure completion of:
  - a. Accident/incident Investigation Report;
  - b. Functional Abilities Form or Form 8 – to be completed by treating Doctor.



3. Letter to Health Care Provider H&S\_FORM\_019
4. Ensure the H&S Department is promptly notified
5. Forward a copy of (a) and (b) above H&S Department **within 24 hours of the time the accident is reported to the supervisor.**

### **Monitor**

The Supervisor will maintain telephone and/or personal contact with the worker on a daily basis, depending on the nature and severity of the injury.

The Supervisor is also responsible to ensure that the daily modified report is completed and sent to the H&S Department on a weekly basis.

The worker is responsible to:

- Actively participate in all appropriate medical rehabilitation programs
- Daily contact their supervisor
- Advise the supervisor of any changes in physical condition
- Meet with supervisor following medical appointments, where possible obtain all Functional Abilities reports from the supervisor, provide them to the physician, and return them to the supervisor promptly
- Is required to cooperate and participate with the Modified Work Program
- Advise their supervisor immediately of any difficulties with their Return to Work Plan

Both the Worker and CF Management are responsible to maintain contact with workers' compensation authorities as required.

### **Review Findings**

The treating physician, having knowledge of the Return to Work Program, will indicate the earliest date the worker is ready to return to work without risk to themselves or others.

The worker is to return the Functional Abilities report as soon as possible (the same day or next shift).

### **10.9 Reporting Guidelines for Workers**

When an accident or injury occurs, the worker has certain obligations to meet in order to allow for a prompt, complete recovery and to allow for processing and recording relevant accident information.

If correct rehabilitation and reporting procedures are not followed, the worker's compensation benefits may be denied, delayed, or suspended pending an investigation.

To ensure proper benefits entitlement, cooperation is mandatory and the following procedures **must be followed:**



1. Incidents and Accidents must be immediately reported to the supervisor.
2. An accident/incident report form must be completed by the supervisor. Witnesses and circumstances surrounding the accident must be included.
3. Injured workers will need to get a copy of the Form 8 to be completed by the treating Doctor, and returned by the worker to their supervisor.
4. If the worker is required to remain off work for any period of time, they must immediately notify the supervisor. The worker must contact the supervisor daily to advise them of progress and each medical visit will require a meeting with the supervisor to discuss progress.
5. The worker must notify their supervisor in advance of their anticipated return to work.
6. The worker is expected to cooperate fully in both medical and vocational rehabilitation.

### **10.10 Accident / Incident Package**

Accident / Incident package will contain the following documents that can be obtained from Management:

- Letter to Health Care Provider H&S\_FORM\_019
- Accident / Incident Investigation Report H&S\_FORM\_020
- Witness Statements H&S\_FORM\_021
- Return to Work Agreement H&S\_FORM\_022
- Modified Work Plan Daily Report H&S\_FORM\_023

All forms relating to effective claims management can be obtained from the Accident / Incident and Safety Opportunity Investigations and Return to Work section of the program.

If further assistance is required please consult the H&S Department for assistance.