 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	3.4 Return to Work Procedure		
	Revision Number: R0		Number of Pages: 2
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024

RETURN TO WORK

PURPOSE

The purpose of this program is to return our workers to meaningful and productive work as soon as possible following an injury and allow them to continue within our workforce and avoid any interruption in their earnings during recovery. J-AAR is committed to developing and maintaining a safe and healthy work environment.

In keeping with this goal, it is the policy of the company to make every reasonable effort to provide suitable employment to any employee unable to perform his/her duties as a result of work-related injuries.

What is early and safe return to work?

When you are injured at work, the Workplace Safety and Insurance Act states that you and your employer must work together to ensure your "early and safe return to work". The goal is an early return to suitable employment.

Procedures - In case of injury at work

The injured worker:

- Report the injury to your supervisor if able;
- Get first aid immediately if needed;
- Get medical care from a doctor or health care provider if required;
- Accurately report the nature and circumstances of the injury to the doctor. A "Form 8" will be provided by the doctor;
- If able to return to normal work duties that day or the next day with no restrictions, give the Form 8 to your supervisor when you return to work.
- If unable to return to normal work duties that day or the next because of restrictions, contact the J-AAR Disability Coordinator right away. They will review the "Form 8" and develop a modified work plan if possible.


The supervisor:

- Provide first aid immediately to the injured worker;
- Transport worker to get medical care if required;
- Report the injury to the J-AAR Disability Coordinator;
- Complete an "Incident Report" describing the nature and circumstances of the injury and submit the same day;
- If worker returns to normal work duties that day or the next day, review Form 8 with Disability Coordinator confirming they are able to perform their regular duties. Forward the Form 8 to the office.

In the case of injury that prevents the worker from returning to regular work duties:

The employer will:

- Forward all appropriate documents to the WSIB within the prescribed time;
- Request and review a "Functional Abilities Form" (FAF) and determine what type of suitable work is available for the injured worker;
- Create a modified work plan and present it to the injured worker for acceptance.

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What are functional abilities and how are they determined?

The term "functional abilities" refers to what the injured worker is physically capable of doing. The doctor or other health care professional initially provides this information on the Form 8 (Health Professional's Report) After the initial visit:

- The doctor provides updated information about the functional abilities on a WSIB Functional Abilities Form (FAF) when the worker or employer requests it.
- It is extremely important that the Form 8, FAF and any other medical reports, accurately state what the worker is capable of doing. If work is refused that is within the functional abilities set out in these reports, they will be treated as un-cooperative and their benefits may be reduced or taken away.

What is suitable work?

Work is suitable if:

- it is safe (it is not a health or safety risk to the worker, co-workers or anyone else)
- it is available (the job exists at a designated worksite)
- it is productive (it has a benefit)
- it is within the functional abilities and; if possible,
- it restores earnings to what was earned before the accident.

Roles and responsibilities

The injured worker must co-operate with the employer and the WSIB at all times during the return to work program by:

- helping your employer, if asked, to find appropriate employment
- giving the WSIB any information requested
- attending health examinations as directed by the WSIB
- informing the WSIB about any change in circumstances

If you do not co-operate, your benefits may be reduced or taken away.

The employer must co-operate with the injured worker and the WSIB at all times by:

- contacting the worker as soon as possible after injury
- attempting to identify and arrange appropriate employment
- giving the WSIB any information required
- informing the WSIB about any material change in circumstances.

The WSIB involvement will be as little as possible. However, they may do the following:

- provide information and check on progress with the worker
- decide whether all parties are meeting obligations
- decide on any problems that may arise between worker and employer
- provide early intervention if issues arise

A Modified Work Offer will be reviewed with and provided to an injured worker as needed.