

**KENORA DISTRICT SERVICES BOARD  
POLICY and PROCEDURE**

<b>TITLE: Early &amp; Safe Return To Work –Occupational Injury/Illness</b>	<b>SECTION: HUMAN RESOURCES</b>
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<b>DATE: November 17, 2010</b>	<b>POLICY NO.: KDSB-HR-II-17</b>
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<b>APPROVED BY: Resolution No. 2010-138</b>	<b>REVISED:</b>
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**1. POLICY STATEMENT**

The Kenora District Services Board (KDSB) recognizes the benefits of a formal rehabilitation program for employees who have been injured on the job or become ill as a result of work-related exposure in the work environment and undertakes to provide meaningful employment for both permanently and temporarily disabled employees.

**2. PROCEDURE**

**Responsibilities:**

The supervisor and his/her Manager is responsible for ensuring that every reasonable effort is made to provide suitable early and safe return to work for an employee, who is unable to perform his/her normal duties, as a consequence of an occupational injury or illness while working for the KDSB.

The injured/ill worker is responsible for active participation in the 'Early & Safe Return to Work Program', as defined in this policy.

**Process**

**General**

Early and safe return to work is any job, task, function or combination thereof that a worker, who suffers from a diminished capacity, may perform safely without risk or re-injury.

The work should be productive and the result of the work must have value.

The work must be seen as temporary, generally not to exceed eight to twelve (8 – 12) weeks in duration, and is intended to assist the worker in returning to his regular duties. The KDSB will make reasonable efforts to accommodate a worker who is unable to perform their regular duties as a result of a work-related injury or illness.

**Supervisor**

The supervisor and/or his/her Manager shall:

- (1) Meet with the worker to set program goals and objectives;
- (2) Determine what outside professionals may be needed;
- (3) Establish individual programs for workers, with the assistance of other professionals;
- (4) Ensure there is no conflict with any collective agreement;
- (5) Organize the placement of the injured/ill worker in modified jobs;
- (6) Meet with the worker on the first day back and facilitate the return to work, monitor the status of the worker as required and discuss strategies for future development of the program;
- (7) Educate workers about the Early & Safe Return to Work Program, safety practices and the requirements of the Workplace Safety & Insurance Board (WSIB).

**TITLE: Early & Safe Return To Work –Occupational Injury/Illness**

**SECTION: HUMAN RESOURCES**

Injured/Ill Worker

The injured/ill worker shall:

- (1) Maintain regular contact with the his/her supervisor;
- (2) Obtain clearance from the treating physician for the early and safe return to work;
- (3) Notify the relevant WSIB personnel (i.e.: account manager; nurse case manager and/or claims adjudicator) about the availability of the KDSB's Early & Safe Return to Work Program;
- (4) Take an active role in developing his/her individual early and safe return to work program;
- (5) Communicate any concerns to his/her supervisor so that potential problems can be resolved as soon as possible;
- (6) Ensure that other scheduled activities, such as physiotherapy or doctor's appointments, do not interfere with the return to work.

Other Requirements

For 'Health Care Benefit' or a 'Critical Injury' the worker will be provided with a 'Functional Abilities Form' which he/she will have completed by the attending physician.

The Functional Abilities Form will indicate that the KDSB has an Early & Safe Return to Work Program and will request the physician to identify the capabilities of the worker, as at that visit, as to whether or not the worker is available to return to work and if so, in what capacity. A new Functional Abilities Form will be completed with each visit to the attending physician.

Regular contact between the worker and the supervisor is to be maintained throughout the worker's recovery period, with suggested meeting frequency of at least once every two weeks, as a minimum, and preferably following the worker's medical appointments if within the two week period.

The completed Functional Abilities Form will be given to the workplace supervisor at these meetings and the worker's progress shall be jointly reviewed. The supervisor will forward the completed form to the KDSB Benefits Administrator for filing immediately following receipt and review of the form.

**Implementation of Processes and Procedures**

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.