

## MEMORANDUM

**TO:** All Staff

**DATE:** December 23, 2005

**FROM:** Gerry Mitchell, Director for Health and Safety

**SUBJECT:** Early and Safe Return to Work Program

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Preventing workplace injuries and illnesses is the responsibility of everyone in the workplace. When workplace injuries / illnesses do occur, however, it is important for you and Peto MacCallum Ltd. (PML) to try to minimize the impacts by focusing on returning you to safe and productive work as soon as it is medically possible for you to do so.

To achieve this goal PML has implemented an Early and Safe Return to Work and Modified Work Program.

After a work related injury, the Early and Safe Return To Work Program will facilitate early intervention and/or re-integration of disabled employees in a fair, respectful and consistent manner having regard to each individual's circumstances.

Each office is being supplied with a binder which contains the details of the Early and Safe Return to Work Program and all required forms. A copy of the program will also be posted on all bulletin boards. Please review this binder and become familiar with its contents.

Our Return to Work Facilitator (RTWF) will be Mrs. Angela Caleca. All Early and Safe Return to Work and Modified Work Programs will be coordinated through Mrs. Caleca in conjunction with your Branch Manager.

As noted previously, the binder provides all of the details of the Early and Safe Return to Work Program. In the event of a work related injury, the following key items must be completed as soon as possible:

1. When necessary, obtain prompt medical treatment and follow the recommendations of the Health Care provider.
2. Notify your Manager / Supervisor of the injury as soon as possible.
3. If the injury required medical treatment or potential lost time, the employee should file a Personal Injury Report (Form 7) and return it to their Branch Manager for completion and forwarding to Administration who will then correspond with the WSIB.
4. If the injury is such that you may not be able to return to normal work duties the first working day following your injury, your attending physician must complete a "Functional Abilities Form". This form will outline if and when you can return to work and what restrictions you may have as a result of your injury. These forms are contained within the binder and should be taken with you to the doctor. This information must in turn be provided to your Manager who will contact the RTWF.

Where appropriate, the RTWF will then contact the injured employee to review the requirements for the Early and Safe Return To Work program.