

PETO MacCALLUM LTD.

EARLY RETURN TO WORK

AND

MODIFIED WORK PROGRAM

Purpose: To facilitate an early and safe return to work following a work related injury.

Objective: To rehabilitate injured workers as promptly as possible, thereby eliminating or minimizing absenteeism resulting from work related injuries.

Peto MacCallum Ltd. (PML) has established an Early Return to Work and Modified or Restricted Return to Work Program as required by regulation of the Workplace Safety and Insurance Board (WSIB).

If, during work, you are involved in an incident that results in you requiring medical attention and/or results in you taking time off work to recuperate, this incident must be reported to your supervisor/manager immediately. Your supervisor/manager will assist you in obtaining prompt and appropriate medical attention. When required, your supervisor will assign someone to accompany you to a hospital or clinic.

If such a work related incident occurs outside your normal working hours, e.g. when you are working during the evenings or on weekends when your supervisor or manager may not be readily available, you should seek immediate medical attention and contact your supervisor as soon as possible thereafter.

If your injuries are such that you are not able to return to normal work duties the first working day following your injury, in accordance with WSIB regulations, upon receiving medical attention, your attending physician must complete a WSIB "Functional Abilities Form". This form will outline if and when you can return to work and what work restrictions you may have as a result of your injury.

A blank Functional Abilities Form and a generic memo to your attending physician explaining that we have a Modified Work Program in place is attached.

You must ensure that the white and canary coloured copies of this form are returned to your supervisor the next working day after your injury.

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Upon receipt of the completed Functional Abilities Form, in keeping with your attending physician's restrictions, PML will provide work opportunities wherever possible to all employees who are temporarily or permanently unable to return to their regular duties as a consequence of an occupational injury. All employees who are medically able are expected to work.

When accommodating an employee with Modified duties the following shall be considered:

- 1) Employee's present position shall be considered for modification;
- 2) positions within the disabled employee's classification;
- 3) employee's other qualifications and training.

The modified work tasks that you will be given will vary depending on the type and severity of your injury and the restrictions imposed by your physician, that have been outlined in the Functional Abilities Form. These tasks will also vary depending on your specific skills and training.

An employee in this program must not pose a safety risk to themselves or other employees. Care must be taken to ensure that "safety risk" is assessed in the context of the various duties than can reasonably be made available to employees.

Your progress will be monitored daily and summarized weekly, and as your condition improves and your attending physician relaxes the restrictions, PML will gradually normalize your work regime. If required, besides your own physician's report, PML may request a second opinion on your condition from a physician selected by PML. The Modified Return To Work Program will include weekly reviews which must be signed by Employee, Supervisor and Managing Director.

For a long term disability, you must stay in contact with PML throughout your recovery period.

If due to modified duties there is a change in your hours of work, and or wages, the WSIB will be notified immediately.

Failure to co-operate in the Early Return to Work and Modified Work Program may disqualify you from benefits.

With positive co-operation between all stakeholders; you, your physician and PML, it is hoped that this policy will lead to an early rehabilitation and a safe and full return to work.

