## **Safe Return to Work**

1. **Purpose**

The purpose of this program is to provide guidance to ensure modified work is offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness.

1. **General Requirements**

* Employees are informed of the company’s Return to Work policy as part of the new employee orientation.
* All jobs are assessed to determine which jobs can be performed by persons working under specific restrictions. A Physical Demands Analysis (PDA) is prepared for each job to ensure workers are placed accordingly.
* When practical, prior arrangements will be made with a local health care provider for advisement of this policy. When that is not practicable, the injured employee will bring a copy of the modified work opportunities with them to the health care provider.
* The employee is responsible for ensuring the health care provider provides a “Return to Work Restriction Notice.” This notice shall be submitted to the employee’s immediate supervisor.
* The supervisor must review the restriction notice to ensure the modified work being offered is consistent with the medical restrictions listed by the health care provider.
* Employees must ensure that changes in the scope of the modified work adhere to the medical restrictions.
* The employee is responsible for communicating any changes in medical condition, concerns about transitional duty tasks, and other concerns related to the workplace injury or the light duty work.

1. **Recordkeeping**

* Recording a “Restricted Duty Injury” is based on the employee not being able to do their full and complete job and work tasks based on what they do on a “weekly basis.”
* Medical records should be kept confidential and strictly on a need-to-know basis.
* All documentation related to the incident such as incident investigations, communications with he injured employee, Workers Compensation, etc. should be kept on file.

1. **Return to Full Duty**

* Prior to returning to full duty the Employee must be free of all restrictions that would keep them from performing their regular job.
* It is the employee’s responsibility to provide their immediate supervisor with a written release from the attending physician stating “no restrictions.”