

Return-to-Work Procedures

Ideally, return-to-work RTW procedures define or outline:

When and who gives the worker the forms they need to complete?

Immediately upon report of injury and before the worker leaves the company premises, if possible.

Who instructs the worker on how, by whom and when to complete the form?

The health care provider (HCP) completes the medical restrictions form at the injured worker's initial visit.

What forms need to be filled out?

Include The Saskatchewan Workers' Compensation Board's (WCB's) Employer Initial Report of injury - E1, Worker's Initial Report of Injury (W1), company's safety/incident form, medical restrictions form).

Who does the injured worker contact after they complete the forms and when?

Immediately following the visit to the health care practitioner.

In the event the injured worker does not contact the place of employment, when and who will contact the injured worker?

Could be an immediate supervisor, HR personnel, RTW coordinator.
Indicate no later than at the beginning of the injured worker's next scheduled shift.

Who and when maintains contact with the injured worker if they are unable medically to return to the workplace?

Do not omit this procedure. RTW is about valuing the workforce. This procedure helps maintain the occupational bond with the employer, demonstrates support and assists in the worker's rehabilitation and prevent loss of motivation.
Indicate frequent and regular contact with the injured worker over the course of their recovery.

When and how does the injured worker provide the workplace with the completed forms?

By reporting to the workplace at beginning of their next scheduled shift unless medically unable to do so.

What steps does an employer take if an injured worker fails to provide medical restrictions?

Contact the injured worker as soon as possible and then contact the WCB for assistance. The WCB can only help if they have received the Employer's Report of Injury (E1) and W1.
Include processes to determine potential system flaws as to why this occurred (i.e., lack of training or knowledge of RTW benefits, WCB legislation or worker responsibilities, negative work culture, lack of communication, etc.

What steps does an employer take if an injured worker's HCP fails to provide medical restrictions?

Contact with the WCB to request assistance. The WCB can only help, however, if they received the E1/W1.

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When and who arranges the RTW planning meeting?

The person designated as the person who oversees the RTW Program, most commonly an HR person or a RTW coordinator.

Who arranges for union representation at the planning meeting, if applicable?

If unionized, a union representative should be present.

What steps does the employer take if an injured worker is medically able and fails to report to work or the RTW planning meeting?

Contact the injured worker as soon as possible and then contact the WCB. The WCB can help only if they received the E1 and W1.

Who documents the plan?

The person designated as the person who oversees the RTW Program, most commonly an HR person or a RTW coordinator.

Who forwards the forms to the appropriate people within the organization and when?

The person who oversees the RTW Program, most commonly an HR person or a RTW coordinator, immediately following the documentation of the plan.

Who forwards the E1 to the WCB and when?

Within five days of becoming aware of the injury

Who forwards the medical restrictions form to the WCB and when?

Most commonly an HR person or a RTW coordinator, immediately upon obtaining them from the injured worker

Who, when and how does the employer forward the RTW plan to the WCB?

Most commonly, an HR person or a RTW Coordinator, immediately upon finalizing the RTW plan. Fax or email to the WCB Operations Department.

Who forwards time loss and wage information to the WCB and when?

Most commonly, an HR person or a RTW coordinator).

Who implements the plan?

Most commonly, it is the RTW Coordinator and/or a supervisor. Any new equipment or modifications required by the plan must be in place before the return of the worker.

Who monitors the RTW plan?

The bulk of the monitoring falls to an immediate supervisor. However, monitoring of the RTW plan can be a team approach that includes the RTW coordinator as well as union or occupational health and safety committee representatives.

Who reviews the incident or injury report and follows up with an investigation? Who implements controls to eliminate or reduce the chances of an incident or injury occurring again?

Tie RTW procedures to safety systems procedures.