

Return-to-Work Program Policy

Purpose of a RTW Program Policy

The RTW Program policy is a company's formal commitment to RTW and defines the overall values or philosophy of its RTW Program.

A RTW Program policy is a key component of the RTW Program. Subsequent RTW processes are designed to meet the intent of this policy.

It is important that there is a RTW Program policy since it:

- Is one measure of the commitment of senior management
- Sets the standard and expectations of the organization
- Communicates to staff RTW expectations
- Reinforces RTW practices and decision making
- Assists in fair and consistent treatment of injured workers
- The RTW Program policy should include a statement:
 - outlining the purpose/intent of the RTW Program
 - that work will be safe (within an injured worker's medical restrictions)
 - that work will be productive

- that the organization will work in collaboration with the injured worker
- that processes will be timely
- Policy must be signed by the highest level of authority in the company (i.e. Owner, C.E.O., Chairman of the Board, Mayor, etc.).
- Policy must be communicated to staff
- Policy must be posted
- Policy must be reviewed regularly (recommended annually)

If a company is unionized, or has a worker/employee association, labour support for the RTW Program should be formalized by securing the signature of the equivalent level of union authority (i.e. union president). At the very least there should be a letter of understanding signed by both management and labour.

The following sample RTW policy is designed for those employers who do not typically have a formal system or process for establishing company policy. When applicable an employer should follow its own internal processes in the establishment of its RTW policy statement.

*See Sample **Return-to-Work Program Policy** on other side of this page*

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Sample Return-to-Work Program Policy

NAME OF COMPANY recognizes that the provision of alternate or modified work is important in the prevention of disability and has established a Return-to-Work Program for employees who are unable to perform any or all of their normal duties as a consequence of an injury.

NAME OF COMPANY will work in collaboration with the injured worker and expend serious effort to identify alternate or modified work that is both productive and safe.

This company's return-to-work process begins immediately after an injury occurs.

It is expected all employees will cooperate fully in facilitating the timely return-to-work of injured/ill workers.

It is expected all injured workers will cooperate by accepting alternate or modified work that is within their skills and abilities.

Any personal medical information will be held in the strictest confidence.

Signed: _____ Date: _____

(Title): _____

Policy Review:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

