



700.6(7) Procedures

Policy 700.6 Early and Safe Return to Work (Workplace Injury)

700.6(7.1) Early and Safe Return to Work (ESRTW) Plan

An ESRTW plan will be developed with the involvement of the injured employee, his/her supervisor, a NCSD Human Resources Representative and other parties as necessary. The goal of the plan will be to, wherever possible, return the employee to his/her pre-injury work. The plan will include:

- 7.1.1 The duties the employee is expected to perform, taking into consideration his/her functional abilities;
- 7.1.2 Any required workplace modifications;
- 7.1.3 The hourly wage of the suitable job;
- 7.1.4 The proposed date the employee will commence the suitable work; and,
- 7.1.5 The return-to-work weekly schedule outlining the number of hours the employee is expected to work, including any easeback accommodation.

700.6(7.2) Expectations and Responsibilities

7.2.1 Employees

Employees are expected to cooperate with the district and play an active role in the development and implementation of an ESRTW plan. They are required to:

- a) Immediately report all accidents and injuries in accordance with the Commission's injury reporting requirements.
- b) Provide appropriate information and complete forms for the district and the Commission as required.
- c) Keep all scheduled appointments with their health care provider, participate in programs outlined by their health care provider and immediately report any changes in their condition to their health care provider.
- d) Assist the employer in identifying suitable work.
- e) Accept suitable work when it becomes available.

7.2.2 **The Employer**

Nova Central School District has an obligation to develop an ESRTW program to assist an employee who has been injured on the job to return to work in a timely and safe manner. The district is required to:

- a) Investigate the accident or incident in which the employee was injured.
- b) Complete the ESRTW plan in conjunction with the employee and other parties.
- c) Where possible, provide suitable and available employment in consultation with the employee and other parties.
- d) Submit appropriate forms and information to the Commission.

700.6(7.3) Functional Abilities Assessment

7.3.1 The employee shall provide information on his/her functional abilities [as assessed by his/her health care provider] to the Human Resources Representative and to the Commission. This information will normally be provided on a *Physician's Report of Injury Form* (WHSCC 8/10) .

7.3.2 The functional abilities information shall be used along with job descriptions and job site analysis, to assist with the identification of suitable and available work for the employee.

7.3.3 Nova Central School District may require the employee to have a functional abilities form completed by their health care provider, if additional information is required for the purposes of developing an ESRTW program.

700.6(7.4) Workplace Accommodation

7.4.1 During the period of recuperation the following people are expected to work together to determine the abilities of the injured employee and discuss suitable and available work:

- a) The employee;
- b) The supervisor;
- c) A NCSD human resources representative; and,
- d) Other parties as required.

7.4.2 Nova Central School District is required to offer suitable employment, if available, upon receipt of the injured worker's functional ability information and medical confirmation that the employee is able to return to work.

- 7.4.3 The injured worker shall return to work in a timely fashion as determined by the district, following the offer of suitable employment.
- 7.4.4 Accommodations for the injured worker shall be considered in accordance with the Return to Work Hierarchy Table, WHSCC Policy RE-18.
- 7.4.5 The district shall provide an ESRTW Plan to the Commission, upon receipt of the employee's functional abilities information.
- 7.4.6 The district shall provide written notification of any changes to the ESRTW Plan to the Commission.

700.6(7.5) Re-Employment

- 7.5.1 Nova Central School District shall offer to re-employ employees within a maximum of two years from the date of the lost-time injury, in accordance with Section 89.1 of the WHSCC Act, providing the following conditions are met:
 - a) The employee was employed with the district for a continuous period of one year immediately prior to the date of injury; and,
 - b) The employee is medically able to perform the essential duties of the pre-injury employment or other suitable work.
- 7.5.2 The district's obligation to re-employ begins on the date that the employee is able to perform the essential duties of the pre-injury job or other suitable work.
- 7.5.3 The district will continue to work with the employee once s/he has returned to work to address any issues that may arise and to adjust the ESRTW Plan as appropriate.
- 7.5.4 In cases where Nova Central District is unable to accommodate an injured employee to return to work with the district, the Commission will facilitate a labour market re-entry assessment for the employee.
- 7.5.5 Where the terms of the Collective Agreement gives a greater benefit, the Collective Agreement will prevail.

700.6(7.6) Dispute Resolution

If a dispute arises that cannot be resolved by the employee and the employer, the district shall immediately notify the Commission in accordance with WHSCC Act section 89.

700.6(7.7) Confidentiality

Any personal information collected for the purposes of meeting the needs of an injured employee shall be treated as confidential and only shared with authorized parties as required.