

| SANTÉ MANITOUWADGE HEALTH POLICY AND PROCEDURE MANUAL | | |
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| DEPARTMENT: | ORGANIZATION | POLICY/PROCEDURE NO.: IV-263 |
| DISTRIBUTION: | ORGANIZATIONAL | DATE OF ISSUE: |
| SUBJECT: | ACCESSIBILITY – AODA RETURN TO WORK | REVIEWED DATES: |
| APPROVAL: | BOARD OF DIRECTORS | PAGE: 1 OF 3 |

Santé Manitouwadge Health will make reasonable efforts to provide employees with suitable work accommodations within their restrictions and limitations. All eligible employees who are, through occupational or non-occupational illness/injury, unable to return to their regular duties, will be considered for work accommodation.

The purpose of this Return to Work (RTW) policy is to:

- Provide for the early and safe return to work of employees recovering from an injury/illness;
- Provide gainful employment for employees who are permanently disabled due to an injury in the workplace; and
- Restore at least the worker’s ability to perform the essential duties of their pre-injury job.

RESPONSIBILITIES

Employees:

- Communicate with their Supervisor/Staff Health Nurse medical absences in accordance with the Attendance Management Policy
- Participate fully in all phases of the accommodation process. Participation includes the provision of complete up to date medical information on a regular basis (i.e. updated restrictions and limitations), and acceptance of job placements. Employees are expected to cooperate and diligently participate in programs facilitated by the Department Director; and
- Comply with their medical treatment regimen.

Directors/Staff Health Nurse:

- Responsible for the overall management and coordination of the Return to Work (RTW) program;
- Identify opportunities of modified work alternatives on an individual basis;
- Determine which employee is eligible for inclusion in the RTW program based on medical documentation/functional abilities; and
- Coordinate and participate in RTW meetings.

Department Charge/Supervisor:

- Support the program objective and the recovering employee and take every precaution to protect the employee;
- Collaborate with the Director and the Staff Health Nurse in the development of an individual RTW plan in consultation with the employee and union (when applicable);
- Identify modified job opportunities within their own Department;
- Ensure that employees in the RTW program are working within the confines of their approved RTW plan; and
- Monitor and evaluate the employee's performance/progress.

DEFINITIONS

Through the work accommodation process, the employee will receive benefits consistent with their eligibility and coverage.

Work Accommodation: Employees unable to return to their original position following an illness or injury will be provided with work reductions or alterations until they can return to their full regular duties. Accommodation can include working fewer hours, obtaining assistance from a coworker for more difficult tasks; job/responsibility sharing, physical changes to the work environment, assistive devices, or assignment to another job or special project.

Temporary Accommodation: Employees may be temporarily accommodated to their original position with short-term reductions or alterations or temporarily assigned elsewhere for a finite period of time.

Modified Duties: Work that has been changed, redesigned, or physically altered as a means of accommodating an employee's temporary restrictions.

LOST TIME INJURY PROCEDURE

In the event that the nature of an injury results in time off work, the employee will contact his or her Department Charge/Supervisor to advise them of the length of expected absence, begin to discuss return to work and any anticipated accommodation that may be necessary upon return.

The Department Charge/Supervisor will maintain telephone and/or personal contact with the employee on a weekly basis for the first four weeks and at suitable intervals beyond this time. The employee is responsible for keeping the Department Charge/Supervisor or Staff Health Nurse advised of any changes in his or her physical condition. When possible, the employee should call or meet with the Department Charge/Supervisor or Staff Health Nurse following his or her medical or health appointments. Both the employee and the Department Director are responsible for maintaining contact with the WSIB as necessary.

When the injured employee is fit to return to work, an individual return to work plan will be developed by the injured worker, together with the Department Charge/Supervisor/Director and a union representative (when applicable). The plan will include a completion date, to be established at the outset of the plan. The target time for completion should be established using information supplied by the treating practitioner, objective medical evidence based on the nature of injury/illness and the severity of the restrictions/limitations. Any initial difficulties will be dealt with at this time. Meetings between these individuals will then occur on a weekly basis or more frequently, if necessary. The employee will be provided with time to attend any appointments for related treatment.

The goal of the Hospital's RTW program is to assist the employee to make a safe and timely return to pre-injury duties. It is expected that the injured employee will increase the proportion of the pre-injury duties during the course of the program. The RTW plan will not include full hours of work until all duties of the job, pre illness/injury, have been successfully achieved and A Return-to-Work Clearance issued by the Medical Practitioner and copy provided to the Hospital by the employee.

In the event that the RTW plan plateaus and there is no progression, the program will be stopped and the employee sent to the health care practitioner for further investigation. Once medical intervention is deemed successful, the program may be restarted. In the event that the employee is deemed to have achieved maximum recovery, the Director will request that the employee provides a list of final restrictions.