

Prevention **Connection**



Safety resources to protect your world

SAMPLE

Return to Work Program

Return to Work Program

(Name of Company)

(Date)

Purpose

(Insert company name here) developed and implemented a Return to Work Program to establish the minimum requirements in the event one of its employees is injured off the job or suffers a work-related injury or illness. This company is committed to making every reasonable effort to return the employee to work at the earliest possible time based on medical approval. The Return to Work Program is designed to provide temporary assignments while the employee continues medical treatment or therapy.

Scope

This program applies to all employees who have a work-related injury or illness. *Employees who have had a non-work-related injury or illness may also be required to comply with this program.* The work offered to the employee will be within the restrictions set forth by the medical care provider.

Responsibility and Authority

1. Senior and Upper Management

It is the responsibility of *(insert name of upper management position, e.g., president)* to continually demonstrate support, commitment, and visible involvement to ensure that this program and the associated procedures are followed.

2. Safety and Health Professional

The organization's *Safety and Health Professional*, by virtue of his or her education, knowledge, and skills, has the responsibility and authority to:

- Work with senior management to establish and maintain a comprehensive organization-wide safety and health program.
- Coordinate the organization's Return to Work Program with the Workers' Compensation Coordinator.
- Assist the supervision/management level in carrying out the organization's safety and health program.
- Review and analyze all departments, area processes, equipment, and materials (both raw and finished) for potential hazards.
- Develop hazard control procedures, methods, programs, and designs.
- Implement, administer, and educate others on hazard identification and control.
- Evaluate the effectiveness of the hazard control programs.
- Maintain all required federal, state, and local safety and health-related records and reports.

3. Workers' Compensation/HR Coordinator

The *Workers' Compensation or Human Resources Coordinator* will act as the organization's liaison for *all* work-related and non-work-related injuries and illnesses. This individual will have the authority and responsibility to oversee the *(insert company name)* workers compensation program, including return-to-work, ADA, and FMLA. This position will coordinate the organization-wide implementation of the return to work program with the Safety and Health Professional.

Authority and responsibilities of the Workers' Compensation Coordinator:

- Remains in contact with the employee, the medical care provider, SECURA Insurance, the organization's Safety and Health Professional, and the employee's supervisor.
- Communicates directly with the injured employee.
- Obtains and coordinates all paperwork associated with the injured employee including, but not limited to, documentation of medical care provider visits, OSHA injury and illness log, return-to-work restrictions, telephone calls to the employee, and written offers of transitional tasks for return-to-work duty.
- Reports the injury or illness immediately to SECURA Insurance by means of the 24-hour Nurse Hotline by calling 888-333-3334.
- Supplies the employee with the *Order for Medical Examination and First Aid* and the *Physician's First Report of Injury* forms at the time of the initial medical examination.
- Supplies the medical care provider with all referral information, such as the job description of the injured employee and potential transitional job positions.
- Works with the injured employee's supervisor to identify a transitional job when the employee has received approval from the medical care provider to begin the Return to Work Program. An offer will be made *in writing* by the Workers' Compensation or Human Resources Coordinator to the injured employee.
- Performs periodic inspections (at least annually) to ensure compliance with the Return to Work Program.

4. Manager/Supervisor/Foreman

Each supervisor shall effectively enforce compliance of this Return to Work Program. This position also:

- Has the authority and responsibility to directly manage the workplace.
 - Should demonstrate through daily positive actions and knowledge, his or her support and compliance with the organization's safety and health policy.
- Is held responsible and accountable for the safety management practices implemented in his or her area of responsibility.
- Provides training on the organization's Return to Work Program:
 - Initial employment
 - When transitional work impacts the employee (the employee is required to assist an injured employee who is returning to work, performing part of the transitional tasks
 - When an employee is assigned transitional work because of a workplace-related injury or illness
- Acts as the communication link between upper management and the workforce.
- Ensures that the workforce has the proper tools and resources to perform their jobs safely and productively.

The immediate manager/supervisor/foreman of the transitional-work employee is responsible for:

- Communicating regularly with the Workers' Compensation/Human Resources Coordinator and the Safety and Health Professional to develop an understanding of:
 - The nature of the injury or illness.
 - What type of special accommodations can be offered for transitional work.
- Establishing and remaining in weekly contact with the work-related injured employee while on medical leave.
- Communicating the restrictions of the transitional work to the *entire staff* impacted by this position.

- Remaining informed of the employee's medical and rehabilitation progress.
- Understanding how the incident led to the employee's work-related injury or illness.
- Maintaining a positive workplace atmosphere where the injured employee wants to return.

5. Employees

Employees are responsible for complying with the organization's policies, practicing safe work practices, and communicating concerns to their immediate supervisor.

- In the event of an incident (regardless of how minor), notify your *immediate supervisor* and the organization's *Workers' Compensation or Human Resources Coordinator* immediately.
- Report the injury or illness immediately to SECURA Insurance by means of the 24-hour Nurse Hotline by calling 888-333-3334.
 - Report any change in condition to the 24-hour Nurse Hotline using the confirmation number from the initial call as a reference.
- Report the following information to the Workers' Compensation or Human Resources Coordinator on a timely basis (*indicate time frame here*):
 - All medical appointments (doctor, therapy appointments, etc.).
 - Supply copies of the diagnosis, treatment, and physical capabilities for consideration for transitional work.
- Follow the medical care provider's recommendations.
- Provide information about the incident when requested by the Workers' Compensation Coordinator, the Safety and Health Professional, or the supervisor.

6. Union (*If a bargaining unit is part of your organization, include this section.*)

Management will incorporate the Union in the development and implementation of the Return to Work Program.

- The Union should have knowledge of the organization's workers' compensation benefits, insurance carrier, and Return to Work Program and policies.
- The union should assist in developing an agreement for returning injured employees back to work in the form of transitional duty, or obtaining positions wherever possible for employees who are permanently physically disabled.