



Andrew Fleck Child Care Services

Return to Work/ Stay at Work Policy

OPERATIONAL POLICY: Return to work Policy		POLICY NUMBER:	
ORIGINAL DATE OF ISSUE: November 2009	DATE OF REVISION: April 2014	# OF PAGES 03	
SCOPE: To ensure fair and consistent procedures of accommodating employees who become injured, ill or disabled			
APPLIES TO: All AFCCS employees			

Policy Statement (as stated in the Health and Safety Policy)

Andrew Fleck Child Care Services will make every reasonable effort to provide suitable stay at work (SAW) return to work (RTW) opportunities for every employee who is unable to perform his or her regular duties as result of an injury, illness, or disability.

The Andrew Fleck RTW/SAW program will apply to work related and non-work related accidents, injuries, illnesses, and disabilities.

Purpose of Return to Work Program

Andrew Fleck Child Care Services will make every effort to help an injured/ill/disabled employee to stay at work (SAW) or to return to work (RTW). The RTW/SAW program will ensure that as an agency we are committed and able to provide modified or accommodated work environments and work duties for all employees, where possible without undue hardship.

Disclosure of Information

In order to facilitate an effective and appropriate Return to Work Case Plan for all disabled workers the Program Manager and the Manger Human Resources will be allowed access to work restrictions and functional limitations.

This procedure applies to all employees with an injury, illness or disability regardless of the cause, type or nature which results from absence from work, or inability to perform the job without accommodations due to a disability.

Roles and Responsibilities Employer

- To provide a fair and consistent RTW/SAW policy and procedure to all employees who become injured, ill or disabled.



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- To promote the Stay at Work (SAW) or Return to Work (RTW) procedure
- To assist in the modification of the workplace to meet individual return to work plans and consult with the employee on modified work options
- To ensure training and communication on this program occurs and is evaluated.
- To ensure there are job descriptions for all jobs and that they reflect the current business processes.
- To encourage a physical demands analysis for each position to assist in defining job risks (see physical demands resource sheet 9)

Manager

- To advise the employee (ill / injured worker/ disabled worker) of the availability of modified work and workplace accommodations and to refer the employee to Human Resources for the appropriate forms for their physician (e.g. Functional abilities form (FAF), letter to physician).
- To consult with the Manager Human Resources on options for modified work and workplace accommodations
- To assist in the creation of a Return to Work Case Plan collaboratively with the employee and the Human Resources Manager
- To maintain communication with the employee on modified duties/workplace accommodations and monitor progress and effectiveness of the plan
- Communicate with the disabled employee regularly and document the communication via a contact log (resource sheet 8)
- To ensure job descriptions are up to date

Employee

- To participate in the workplace modifications and accommodations and be in regular contact with their Manager
- To communicate concerns to their manager
- To obtain and complete the necessary forms to assist in a SAW or RTW process.
- To cooperate with all requests for documentation as required by the Workplace Safety Insurance Bureau (WSIB) and the employer
- To communicate any changes to their RTW/ SAW plan as soon as they are known to their Manager

Joint Health and Safety Committee

- To assist in an annual review of the RTW program
- To receive statistical information on workplace injuries and make recommendations

Employer reporting requirements to WSIB for work related accidents

- Wage changes



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- Changes in duties/ duration of the program
- Failure to provide required information
- End of program

Communication

A quarterly summary of injuries/illnesses will be prepared by Human Resources and submitted to the Executive Director (the Employer)

This program will be reviewed annually and changes may be introduced by the Executive Director (the Employer)

Training

All employees are required to read and understand this program by signing the program acknowledgement form.

Evaluation of Program

Review of quarterly summary of injuries illnesses Statistics - # Return to work incidents
Stay at Work incidents

Related Documents

- Functional Abilities form (resource sheet 1)
- WSIB Form 7 (resource sheet 2)
- WSIB Form 6 (resource sheet 3)
- Incident Report (resource sheet 4)
- Return to work process chart (resource sheet 5)
- Letter to physician (resource sheet 6)
- Letter to employee (resource sheet 7)
- Employee Contact log (resource sheet 8)
- Physical demands (resource sheet 9)

Other forms could include: LTD forms (see Human Resources)
Case Plan (see Human Resources)