

Purpose:

The purpose of this standard is to establish the procedure and responsibility of managing our return to work program and to ensure that our policy and procedures comply with the OHA act and Human Rights Legislation and will involve cooperation of all parties to maintain the dignity and productivity of the worker by maximizing all opportunities to return to work.

Definitions:

BPC:	Burlington Paving Company Limited
HSMS:	Health and Safety Management System
SC:	Safety Coordinator
JHSC:	Joint Health and Safety Committee
HSR:	Health and Safety Representative

Scope:

This standard applies to the Health and Safety Rep, SC and the injured worker.

Roles and Responsibilities:

All parties involved with BPC's return to work program will ensure that all actions are in compliance with the WSI act and Human Rights Legislation and will involve the cooperation of all parties to maintain the dignity and productivity of the work by maximizing all opportunities to return to work at BPC in their original capacity or in a suitable occupation. The Health and Safety Rep will ensure that the SC is firstly informed regarding the injury. The Safety Rep will follow up with the injured worker and establish what if any limitations they have regarding working. The Safety Rep will correspond regularly with the injured worker and the SC, keeping logs of their conversations.

It is the responsibility of the SC to ensure that all documentation is filled out and submitted to the appropriate agencies, and to coordinate with the Safety Rep and the injured worker regarding altered duties where necessary. It is BPC Limited goal to have zero work related lost time incidents. It is understood that all workplace parties are required to co-operate and work together to return an injured worker to their pre-injury work wherever possible. BPC will provide accommodation where necessary short of undue hardship. Disputes regarding the suitability of work and health and safety concerns under the OHSA are not considered non-cooperation.

Procedures:

Kept within the employee's binder, and each Safety Rep shall have a copy of blank Injury Assessment forms. Which are to be filled out in conjunction with the injured party and then forwarded and maintain within the employee's file for future reference.

It is the injured parties responsibility to provide to BPC Limited within a reasonable timeframe a copy of the Physical Demands Information form as provide by his/her physician. As such point a suitable occupation, suited to the worker's transferable skills that are safe, consistent with functional abilities and to the extent possible restores pre-injury earnings. A suitable occupation is determined by a work transition (WT) assessment performed by the WSIB.

All parties must ensure that any limitations outlined and prescribed by a medical practitioner be taken into account when modified duties are developed for the injured party. The necessity for a work transition (WT) will be determined by the WSIB. The WT plan outlines all the assistance and services an injured worker requires to enabled them to return to work, it is BPC responsibility to utilize the WT plan. The successful conclusion of WT should not exceed 3 years as outlined by WSIB. It is understood that WSIB will pay any expenses it considered appropriate to enable a worker to engage in WT assessment and plans. Expenses to be paid will be set out and agreed to before commencement of the WT plan and may include special accommodation needs, equipment and travel. A

Relocation is a work reintegration option that may be considered when a suitable occupation is not available with BPC or within our local labour market. It is understood that the WSIB will pay for appropriate expenses directly related to looking for work in a broader labour market and will upon bona fide offer of employment pay for appropriate expenses associated with that relocation.

The Safety Rep and the SC will manage the Return to Work Case Management and report back to the JHSC the performance tracking for evaluation purposes. Documents for submission can be obtain on the WSIB website at the following link:

<http://www.wsib.on.ca/en/community/WSIB/230/ArticleDetail/24338?vgnextoid=5937ab84c59d7210VgnVCM100000449c710aRCRD&vgnnextchannel=6bd60b368d5dd110VgnVCM1000000e18120aRCRD#Claims>

Functional abilities form may be obtained:

<http://www.wsib.on.ca/files/Content/staticfiles2647A/2647A0706.pdf>



Communication:

This standard will be reviewed at Employee orientation and reviewed yearly at our Annual Spring Safety Meeting

Documentation:

Return to Work Self Assessment  
Physical Demands Information as provided by physician  
Telephone logs of communication with injured party.  
WSIB form 7