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## 2.4 INJURY REPORTING AND RETURN TO WORK PROCEDURES

The following procedure outlines the process utilized to implement an effective injury reporting and return to work program in the workplace. The program assigns specific responsibilities to both the employer and the employee representatives, thereby ensuring communications and cooperation to help facilitate an injured employee's return to work.

To provide a fair and consistent return to work procedure for employees who have been injured on the job, the company recognizes the benefits of a formal program. Therefore, in accordance with Workplace Health, Safety and Compensation Act (Section 89 "Duty to Cooperate" and 89.1 "Re-employment Obligation"), as well as in accordance with policy RE-02 "The Goal of Early & Safe and the Roles of the Parties" and , RE-05 "Re-employment Obligation" the company undertakes to provide meaningful employment for both permanently and temporarily disabled workers of the company. Our goal is to rehabilitate the workers to their maximum level of ability so they are capable of effectively and efficiently performing their pre-injury job function.

The hierarchy of return to work the company's return to work program may incorporate any of the following:

- ✚ Pre-injury job with modifications.
- ✚ Essential duties of pre-injury job.
- ✚ Pre-injury job, modified work.
- ✚ Ease back to pre-injury job.
- ✚ Alternate work.

### Stakeholder's responsibilities

#### Employees

- ✚ All accidents or incidents must be immediately reported to the supervisory nurse, if they are not available the employee must not leave the work site or offsite location without reporting the incident/accident to the service coordinator /designate.
- ✚ For any injury involving wage loss and/or visit to health care provider (e.g. physician/ chiropractor) the employee must complete a Workplace NL Form 6 "Employee's Report of Injury" and forward to the Workplace NL. These forms are available at the workplace.
- ✚ All completed Workplace NL Form MD "Physician's Report Form" must be returned following a physician visit or the next working day. The delivery of these documents must be submitted by the injured employee in person to the Office Manager or designate unless the employee is hospitalized.
- ✚ The injured employee must review the Workplace NL Form MD with the Office Manager or designate. The Workplace NL Form MD will indicate the employee's work capabilities. This may include one of the two distinctions.
  - Employee has no functional limitations and is fit to return to regular/full and complete duties without restrictions.
  - Employee has functional limitation restrictions and the health care provider will check appropriate limitations to assist the employer and employee with identifying suitable employment options through RTW planning.

- ✦ The goal of the RTW Program is to provide safe work in accordance with the employee’s functional abilities as outlined by the employee’s physician or health care provider. The effectiveness of the workplace parties RTW activities will be measured by the success in which an employee returns to pre-injury employment, pre-injury with modifications or alternate suitable work that restores an employee’s pre-injury earnings. The primary objective, where possible, is to maintain the employee’s connection to the pre-injury job in accordance with Policy RE-18 “Hierarchy of Return to Work and Accommodation” (Return to Work and Rehabilitation). Depending on the injured employee’s physical limitations, the suitable work will incorporate other duties that are in accordance with the employee’s work capabilities.
- ✦ Any issues and or problems that arise during the RTW Program must be is identified and reported immediately to the Supervisory Nurse/designate or ensure that all concerns are promptly addressed.
- ✦ In the instance where RTW is not appropriate, employees remain obligated to maintain effective communications with the office Manager /designate. The injured employee must provide a copy of the Physician/ Chiropractor Form MD immediately following a visit or the next working day to assist with RTW planning.
- ✦ In accordance with the *Workplace NL Act*, Section 54.1 “Mitigation of injury”, an employee is required to take all reasonable steps to reduce or eliminate loss of earnings resulting from an injury. An employee is required to seek out and co-operate in any medical aid or treatment that, in the opinion of Workplace NL or attending health care provider promotes an employee’s recovery and return to work. This includes keeping all scheduled appointments as deemed necessary to assist with recovery and return to work. An employee is to provide to the Workplace NL and employer full and accurate information on matter relevant to RTW and claim for compensation. The employee is required to notify the Workplace NL and employer of any change in circumstances that effects RTW planning and entitlement to compensation.
- ✦ Employees must keep all scheduled appointments made by CHC with any designated health care provider.
- ✦ At such time the employee receives a clearance to return to pre-injury employment, the employee must report to Office Manager /designate immediately following the clearance or the next working day.
- ✦ In accordance with Section 89 “Duty to co-operate in return to work” of the *Workplace NL Act*, where the employee is determined to have permanent physical limitations/restrictions that prevent him/her from returning to pre-injury employment, the Office Manager or /designate will meet with employee to discuss permanent suitable employment options. Suitable employment options may include:
  - Pre-injury employment with modifications.
  - Pre-injury duties in conjunction with alternate employment.
  - Alternate employment different from pre-injury employment.
- In the event of recurrence of systems related to a previous injury, employees must report the recurrence of symptoms immediately to the Office Manager /designate. The reporting process and RTW obligation are the same as if an employee incurred a new injury.

## Appendix

FORM 6 – EMPLOYEE’S REPORT OF INJURY  
 FORM MD - PHYSICIAN’S REPORT FORM

April 18, 2019