



Code Rule 60 Program Return to Work Check List:

A finalized, approvable written Return to Work Program (RTW) according to Code Rule 60 must contain written policies and procedures which contain all 15 elements below and be made available to all employees upon request:

_____ 1. An employer's statement of commitment to providing safe, gainful, and meaningful employment to employees as soon as medically possible following an on-the-job injury or illness.

_____ 2. A plan for communication with all parties, including the injured worker, the treating physician, in order to facilitate an employee's return to work. The communication must be made in accordance with applicable privacy laws.

_____ 3. Policy and Procedure's for returning injured employees to the workplace that is communicated to all employees and collective in writing and in a timely manner. This is achieved at orientation and annual communication to all employees.

_____ 4. A procedure that focuses on returning the employee to his or her pre-injury employment in a safe and timely manner, accommodating the needs of that employee concerning a position with the employer, and which do not cause undue hardship on the parties. This is included in the roles and responsibilities outline as well as the physical demand accommodation letter and job task sheets.

_____ 5. A procedure for ensuring the involvement of the injured or ill employee in all aspects of the return to work process. This is done through communication with the Return to Work Coordinator.

_____ 6. A procedure for ensuring the involvement of one or more designated representatives of employees and/or the recognized representative(s) of each collective bargaining unit, where applicable, in the Return to Work Program. This is offered as an invitation from the Return to Work coordinator when meetings with employees take place.

_____ 7. A procedure for ensuring that the injured employee's treating physician is, in a timely manner, given information which will assist in determining the injured worker's ability to return to the pre-injury job, a modified job, or a suitable alternative work assignment at the employer. This is met through the use of the Injury Envelope for all provider appointments.

_____ 8. A process for the development and implementation of a written individual return to work plan for each injured or ill employee, developed by the employer and the employee. This is a task sheet

outline provided to the employee and their supervisor and monitored by the Return to Work Coordinator.



_____ 9. A procedure to return an injured worker to the pre-injury job as soon as it is medically determined by the treating physician that the employee is capable of performing the essential duties of their pre-injury or pre-illness job. A full duty release would be supplied by the treating physician when the employee is ready to resume full duty employment.

_____ 10. A procedure to make reasonable efforts to accommodate the employee's work-related injury or illness so that the post-injury job is consistent with an assessment by the worker's treating physician, with the goal of offering the employee alternative suitable and available work that is comparable in nature and earnings to the worker's pre-injury job. This is reflected through the job duty assignment sheet agreed to by the employee, employee's supervisor and the RTW Coordinator.

_____ 11. A procedure for referring an employee to a vocational assessment and for if the injured or ill employee cannot safely perform the essential duties of the pre-injury job, or a suitable alternative job at the employer, as determined by a physician. This is tracked on the employee RTW log and a referral to the Workers' Compensation Carrier will be done in writing.

_____ 12. A procedure for monitoring the employee's progress, recovery, and return to work, with notice to the employee's treating physician. This is tracked through the employee RTW log to monitor physical progressive improvement to the pre-injury job. Injury Envelop should be utilized for each provider appointment.

_____ 13. Strategies for maintenance and promotion of the program. An annual review will be completed with the RTW Coordinator. Notifications of the program will be posted in areas frequented by the employees.

_____ 14. An evaluation component that includes realistic and measurable criteria to determine the appropriateness and effectiveness of the program and an assessment of employee participation in the program. A written survey will be completed and reviewed by the employee and the employee's supervisor.

_____ 15. A designated Return to Work Coordinator chosen by the employer as a resource for employees seeking to participate in the Return to Work program.