



A.D.S. Contracting

31 Bigwin Road, Hamilton, Ontario, L8W 3R3

info@adscontracting.com

P. 905 297 8218

F. 905 297 8220

RETURN TO WORK PROGRAM (RTW)

POLICY STATEMENT

The owner and safety representative of A.D.S. Contracting Inc. are committed to developing and maintaining a safe and healthy work environment.

In keeping with this goal, it is the policy of this company to make every reasonable effort to provide suitable employment to any employee unable to perform his/her duties as a result of a work-related injury.

The purpose of this Return to Work (RTW) policy is:

- Providing for the early and safe return to work of injured employees
- Restoring at least the worker's ability to perform the essential duties of their pre-injury job

A.D.S. Contracting and its employees are committed to co-operating and participating in their RTW Program.

The RTW Program applies to all employees of the company. The program covers both work and non-work-related injuries and illnesses.

TERMS OF REFERENCE:

Temporarily Disabled Employees

Employees who are temporarily unable to do their regular job duties due to a compensable injury will be offered suitable employment if:

- A productive work assignment, suitable to the employees limitations is available
- The work assignment will have a rehabilitative affect on the employees condition
- Complete rehabilitation is expected to occur within four weeks. (Complete rehabilitation means the ability to perform the essential duties of the pre-injury job but it is preferable if the worker is able to perform all his pre-injury job duties)

Permanently Disabled Employees

Employees who are permanently disabled due to a compensable injury will be offered suitable work if a work assignment suitable to the employee's limitations, and if training is available. It may be necessary for some employees to obtain additional training before they are qualified to perform the work assignment.

Return to Work Plan (RTW PLAN) and Placement

The owner will develop with their injured employee a RTW plan; once a suitable work assignment is identified the company will then agree to send a copy of the plan to the WSIB.

When a suitable match is found, an offer of suitable work assignment will be made using the RTW plan. The RTW plan shall include the number of weeks of a RTW plan, hours of work to be performed, and any job assistance to be provided and pay structure.

Periodic Review

The owner and injured employee should review the employee's progress periodically while on a suitable work assignment. The owner and employee should complete the follow-up tracking form.

PROCEDURES

1)

- The employee and employer shall maintain contact on a weekly basis if the employee is not able to return to any suitable work
- The employee should advise the owner of any changes in his/her condition
- The employer can request the employee have completed a Function Abilities Form (FAF) by their health care practitioner any time
- The employee shall request the main health care practitioner complete this form and return to the owner.

2)

- When the injured worker returns the FAF, the employer and employee shall meet to discuss the functional precautions and identify tasks the employee could perform. The owner shall draft a return to work plan with the employee
- Both parties shall meet once every week (at least) to discuss the worker's progress during the plan
- The employee will be provided time to attend any appointments for treatment
- The plan is intended to last between four and twelve weeks. This can be extended in individual cases

3)

- If, upon the conclusion of the Return to Work Plan, the employee is not able to return to pre-injury employments, the owner shall notify the WSIB claims adjuster
- Form 7 is required after 7 days modified work even if no time lost

4)

- The owner will maintain regular contact with the WSIB and will ensure the necessary documentation is sent

5)

- The owner will maintain regular contact with the employee and with the WSIB until there is either a return to pre-injury duties or suitable work

RESPONSIBILITIES

EMPLOYEE:

- Report promptly any work-related injuries and complaints to immediate supervisor
- Return, as soon as possible the Functional Abilities Form
- Maintain regular contact with the owner and keep him/her advised of any changes
- Advise the health care practitioner of the Return to Work Program
- Actively participate in developing his/her Return to Work Program Plan
- Communicate any difficulties concerns regarding the duties provided to the owner
- Advise the owner if external medical attention is received for a work-related injury (especially first aid)
- Maintain regular contact with the WSIB as required (claims adjuster)

SUPERVISOR AND OWNER:

SUPERVISOR:

- Investigate the injury/complaint. Take preventative measures to ensure it does not happen again
- Ensure immediate completion of incident report

OWNER:

- Maintain regular contact with the employee during his or her absence from work
- Liaise with WSIB personnel
- Co-ordinate the development of the employee's return to work plan
- Attend regularly scheduled meetings with employee during the work plan to discuss progress
- Conduct and evaluation of the modified work on a yearly basis, to determine its effectiveness

CO-WORKERS:

- Provide support and encouragement to the employee participating in the RTW program
- Provide direct assistance for specifically designated tasks on a temporary basis

POLICY

A.D.S. Contracting Inc. understands that it is a good rehabilitation practice to ensure a planned, early and safe return to work following an injury or illness.

A.D.S. Contracting Inc. shall make every effort to encourage and support any early return to work by employees who have been off work as a result of illness or injury. In the event that suitable work can be identified, the owner will ensure, through staff member's personal physician and the Workplace Safety & Insurance Board where applicable, that the employee is capable of performing modified or accommodated duties. The owner will inform the employee of the available work and request that he/she report to duty.

POLICY TERMS OF REFERENCE

Return to work is a part of a good occupational health and safety practice. A return to work program is a company-wide initiative that combines a responsible approach towards returning injured workers to work, while maintaining a commitment of protecting the health and welfare of all employees.

A Return to Work Program is designed to assist injured and ill employees to make an early and safe return to their regular duties. It is a temporary measure that is intended to bridge the gap between injury and return to full duties.

The modified duties will not normally last longer than twelve weeks. Extensions to this period will be considered on an individual basis.

Modified duties are a means of accommodating an employee's temporary restrictions.

Accommodations can include:

- Working fewer hours
- Taking more frequent rest breaks
- Obtaining assistance from a co-worker for more difficult tasks
- Job/responsibility sharing
- Physical changes to the work environment
- Assignment to another job
- Special project work

The owner is encouraged to use whichever measures are most appropriate in the individual case.

LOST TIME INJURIES

In the event that the nature of the injury results in time off work, the employee will contact the owner to advise them of the length of the expected absence, begin to discuss return to work and any anticipated accommodation that may be necessary upon return.

The owner will maintain telephone and/or personal contact with the employee on a weekly basis for the first five weeks and at suitable intervals beyond this time. The employee is responsible for keeping the owner advised of any changes in his or her physical condition. When possible the employee should talk or meet with the owner following his or her medical or health appointments. Both the employee and the owner are responsible for maintain contact with the WSIB as necessary.

When the injured employee is fit to return to work, an individual return to work plan is to be developed by the injured work together with the owner and site supervisor.

The goal of the company's RTW program is to assist the employee to make a safe and timely return to pre-injury duties. It is expected that the injured employee will increase the proportion of the pre-injured duties during the course of the program.

The owner/supervisor is responsible for meeting with the employee at the start of the RTW plan and when he or she returns to the workplace. Any initial difficulties are to be dealt with at this time. Meetings between these individuals will then occur on a weekly basis. The employee will be provided time to attend any appointments for related treatment.

COMMUNICATION

A payroll staffer will communicate the development of the A.D.S. Contracting Return to Work Program. Safety meetings will be scheduled in house at the shop for all necessary training.

TRAINING

A safety meeting will be conducted by the owner for all employees which will provide all the necessary training required to enforce this policy.

EVALUATION

The effectiveness of the Return to Work Program will be evaluated at the final annual safety meeting. Evaluation will be based on the Return to Work file which will consist of discussions held with workers which will yield a full review.

ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS

The success of the program will be acknowledged at the annual year end safety meeting in a payroll and/or monthly newsletter. All necessary improvements will be developed at the year end safety meeting and will be implemented as soon as possible.

A.D.S.Contracting Inc.

Angelo Agostino – President

April 8, 2011