

# TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

## RETURN-TO-WORK (RTW) PROGRAMS

### Topic Overview

A Return-to-Work (RTW) program is a temporary measure designed to assist injured and ill employees to make a safe return to their full duties. Before a worker is injured, the company needs to develop and communicate an RTW program to make the process for assisting a worker following an injury much smoother. Expect your supervisor to maintain contact with you if you are off with an injury and to develop a plan to help you return safely to full duties.

### Benefits of an RTW program

- The worker's injury recovery time and risk of long-term disability is minimized.
- The worker's stress levels are reduced as they are able to maintain their income levels and job status in the company, while remaining active and performing meaningful work.
- Companies benefit as the worker performs meaningful work during the RTW process.
- Companies benefit as they can maintain a valued employee.

### Modified Duties

Modified duties are a means of accommodating an employee's temporary restrictions. Accommodations may 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.
- Assistive devices.
- Assignment to another job.
- Special project work.



### If you are Injured

- Report all work-related injuries to the supervisor as promptly as possible.
- Obtain the RTW package to provide it to the physician, advising them of the availability of modified duties.
- Return the Functional Abilities Form (FAF) completed by the physician as soon as possible.
- Participate in developing your plan.
- Maintain regular contact with your supervisor, advising them of any changes in your physical limitations.
- Communicate any difficulties or concerns regarding RTW duties to your supervisor, injury management coordinator (if you have one) and WorkSafeBC.

### Supervisor Duties

- Maintain regular contact with the worker during his/her absence from work.
- Implement the worker's RTW plan.
- Discuss progress of the RTW plan with the worker throughout the duration of the program.

### Co-Workers should

- Provide support and encouragement to the employee participating in the RTW program.

# TOOLBOX TALK

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| PRESENTED BY |  | TIME |  |

## Review previous Workplace Inspections

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## Review previous Accident/Incident/Near Misses

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## Other Safety Issues or Suggestions made by Staff

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## Attendance Record

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| TOOLBOX MEETING REVIEWED | NAME (PRINT) | SIGNATURE | DATE |
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| MANAGEMENT REP           |              |           |      |
| WORKER REP               |              |           |      |