

Return to Work Procedures

The City continuously strives to reduce or eliminate workplace accidents and illnesses. Persons who accept employment must agree to comply with the City's policy and procedures regarding Personal Injury Reporting and the Return to Work program.

City employees have a responsibility to report injuries before leaving the worksite and are responsible for actively participating and cooperating in the return to work process.

The City accommodates injured employees through a Return to Work program providing options to all injured employees and, where possible, to the benefit of the entire workplace.

Employees participating in the Return to Work program are expected to provide feedback to ensure the program's success

In the event of a lost time injury, the following procedures will be undertaken to have the employee return to work as soon as it is prudent to do so.

Procedures

1. The City will contact the employee as soon as possible after the injury and offer employment that is consistent with the employee's functional abilities.
2. As per Workplace NL Policy RE18, ***Hierarchy of Return to Work***, the City will work toward facilitating injured employees to an appropriate and timely return to work in pre-injury positions. If this is not possible, the original department will make every effort to provide employees with suitable, alternate work.
3. In the event alternate positions are not available within the original department, every reasonable attempt will be made to find appropriate work in other departments.
4. All attempts to place the employee in another department must be done in an appropriate manner, in accordance with Section 89, ***Duty to Cooperate***, and Section 89.1, ***Re-employment Obligation*** of the ***Workplace Health, Safety and Compensation Act***.
5. Return to work options shall be identified in cooperation with managers, healthcare providers, Workplace NL, union representatives, co-workers, and the employee.
6. All maintained and retrieved information will be in accordance with the requirements set forth by legislation (i.e. **Access to Information and Protection of Privacy Act**) and the City's management policies, procedures and guidelines.

Any concerns arising from the goals in this statement or the Return to Work process will be monitored and evaluated through a joint consultation mechanism or, if need be, through mediation services in accordance with Workplace NL RE04 **Mediation Services**.



Steve Kent, Chief Administrative Officer

December 21, 2018

Date