

Injury Reporting and Return to Work Procedure

This procedure is the companion document to the City of Mount Pearl *Injury Reporting and Return to Work Policy* and applies to all employees working for the City of Mount Pearl.

The City of Mount Pearl is totally committed to the health and safety of employees. One part of the City's Occupational Health & Safety Program is the "Return to Work Program". The aim of this program is to maintain the health of the City's workforce and to assist those employees who are injured or ill to return to regular activity and work as soon as is possible.

1.0 Responsibilities

- 1.1 **Employee:** Comply with the City's policies and procedures. Employees have a responsibility to report injuries immediately and participate in RTW planning.
- 1.2 **Supervisor:** Immediately investigate all incidents, notify Occupational Health and Safety of the incident and share findings with their respective Directors. Supervisors must also actively participate in RTW planning.
- 1.3 **Director:** Review all Workplace NL 8/10 forms and/or functional ability information forms and assists in the return to work plan.
- 1.4 **Human Resources:** Coordinate with employees, supervisors, Directors, and Workplace NL for managing all aspects of return to work.

2.0 Definitions

- 2.1 **Accommodation:** Any change or adaptation to the work, hours of work, work duties or workplace and includes the provision of equipment or assistive devices.
- 2.2 **Alternate Duties:** May include duties outside of regular pre-injury duties, which are within the worker's functional abilities.
- 2.3 **Alternative Work:** A different job or bundle of duties that are suitable and provided to accommodate an employee who has temporary or permanent limitations to functional ability because of the injury.
- 2.4 **Assistive Devices:** Include aids/attachments specifically designed for the worker and/or required by the employee to perform job related activities.
- 2.5 **Ease Back:** A gradual return to pre-injury hours of work achieved by increasing the number of hours worked over a defined time frame agreed upon by the workplace parties utilizing the

functional abilities information relating to the employee. While the pre-injury hours of work vary, the pre-injury duties are the same.

- 2.6 Modifications:** Changes to job schedule, equipment, organization of work, and or facilities.
- 2.7 Modified Work:** Changing the job duties of the pre-injury position required to accommodate the employee's functional abilities because of the injury.
- 2.8 Return to Work (RTW):** Returning to work before symptoms, i.e. pain, restriction of movement, etc. has completely resolved. It is now well recognized and accepted that return to work programs increase the speed at which people return to full health following injury or illness. It is most important, therefore, that employees, employers and medical practitioners understand the Return to Work Program and its benefits. If an employee has an injury which affects their functional ability, the City of Mount Pearl, in discussions with the employee and the employer, and subject to the approval of the medical practitioner, will provide modified duties and/or a modified schedule to help with the employee's return to health.

3.0 Procedures

3.1 Employees

- 3.1.1** Will immediately report all incidents to their designated supervisor. Employees will not leave their work site without reporting the incident.
- 3.1.2** Will immediately complete and sign a Declaration of Workplace Incident for any incident involving lost time and/or visit to a medical practitioner unless the severity of the injury prevents the employee from doing so. In this case, the employee will fill out the form after seeking appropriate medical attention.
- 3.1.3** Will return the completed Workplace NL Form 8/10 to the employee's Director or designate within twenty-four (24) hours of the employee's visit to a medical practitioner. The delivery of these documents must be submitted by the employee in person to the Director or designate unless the severity of the injury prevents the employee from doing so.
- 3.1.4** Will complete, and forward to the Workplace NL, within 72 hours of being injured, the Worker's Report of Injury – Form 6 for any incident involving lost time and/or visit to a medical practitioner unless the severity of the injury prevents the employee from doing so. In this case, the employee will fill out the form after seeking appropriate medical attention. These forms are available at the workplace.
- 3.1.5** The employee must review the Workplace NL Form 8/10 with their Director or designate and Human Resources. Employees are required to co-operate in RTW in accordance with Section 89 of the Workplace NL Act. This means assisting the employer in identifying possible suitable return to work options within the employee's functional abilities and the development of the RTW Program.
- 3.1.6** Will keep their Director or designate informed of their condition during their time off work on a weekly basis through their Director or designate or Human Resources, if directed by their Director or designate.

- 3.1.7** Will keep all appointments with their medical practitioner or any other medical practitioner to whom they may be referred and will return all completed Workplace NL 8/10 forms to their Director or designate within twenty-four (24) hours of such visits. Employees must participate in programs outlined by medical practitioners and report any changes in their condition immediately to their Director or designate.
- 3.1.8** Will keep any appointments made by the City of Mount Pearl with any designated health professional in accordance with the City's Return to Work Policy and Program and any other City Policies and Programs.
- 3.1.9** Will co-operate in Return-to-Work by helping to identify possible RTW options within the employees' functional abilities and the development of the program. Any issues and/or problems identified will be reported immediately, and promptly addressed. Employees will meet weekly with their Director or designate to provide status reports and discuss progress.
- 3.1.10** Upon receipt of clearance from the medical practitioner to return to pre-injury employment, the employee must report to the Director or designate immediately following the clearance or the next working day. In accordance with WHSCC Act Section 54.1, 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 provide Workplace NL and the employer full and accurate information on matters relevant to RTW and claim for compensation. The employee is required to notify Workplace NL and employer of any change in circumstances that affects RTW planning and entitlement to compensation.
- 3.1.11** In accordance with Section 89 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 Director or designate will meet with the employee to discuss permanent suitable employment options. Suitable employment may include pre-injury employment with modification, pre-injury duties in conjunction with alternate employment or alternate employment different from the pre-injury employment.
- 3.1.12** Will complete Workplace NL Form 6R – Worker's Questionnaire – Recurrence of Injury prior to leaving the work site in the event of a recurrence of an injury. The reporting process and RTW obligation are the same as if an employee incurred a new injury.

3.2 Supervisors

- 3.2.1** Supervisors will immediately investigate all incidents and report them to Occupational Health and Safety, Human Resources and their respective Director.
- 3.2.2** Where necessary, the Supervisor shall ensure that the injured employee receives medical treatment, as per Section 87 of the Workplace NL Act.
- 3.2.3** Supervisors will provide employees with the Workplace NL Form 6 (Worker's Report of Injury).
- 3.2.4** Supervisors will immediately complete the Supervisor's Report of Incident and forward it to the Human Resources to facilitate completion of Workplace NL Form 7 (Employer's Report of Injury).

3.2.5 Supervisors will immediately advise Human Resources in the event of a recurrence of an injury and such recurrences will be handled or addressed in the same manner as a new injury.

3.3 Director (or Designate)

3.3.1 Upon receipt, the Director will immediately forward completed Workplace NL 8/10 form to Human Resources.

3.3.2 In accordance with the Workplace NL Act Section 89, the Director will review all completed workplace NL 8/10 forms and determine whether there is sufficient information to complete the Return to Work Plan (RTW).

3.3.3 If insufficient information, is identified an attempt to obtain the required information may be made to the employee's medical practitioner or the report may be forwarded to Workplace NL for their assistance. In addition, if there is concern over the insufficient information or concern over the safety of the employee to perform the modified duties, an employee may be referred to any designated health professional in accordance with the RTW Policy and Program and other City Policies and Programs.

3.3.4 Within 5 days of receipt, the Director will review Workplace NL Form 8/10 and complete an RTW Plan for any employees who are recommended for return to work and meet with Human Resources and the employee to develop a Return-to-Work plan based on the medical practitioner's information of the employee's functional ability. This plan must be completed in its entirety, agreed to, and signed by both parties and then forwarded to the Workplace NL.

3.3.5 Once an employee advises the Director that they are fit for their pre-injury duties, the Director will coordinate arrangements to return the employee to their pre-injury position as soon as possible or identify alternate work comparable to the pre-injury occupation in accordance with Workplace NL Policy RE – 06 (Alternative Work Comparable to the Pre-Injury Job).

3.3.6 Where the employee is considered unable to return to the pre-injury employment due to limitations in functional ability because of the Workplace injury, the Director, in accordance with Section 89 of the Workplace NL Legislation, must consider other permanent suitable employment options, to the extent that it does not cause undue financial hardship. Any permanent accommodations will be reviewed in consultation with Human Resources prior to implementation.

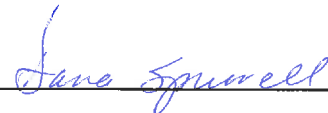
3.3.7 If modifications to the pre-injury occupation are not appropriate, the Director will discuss suitable options with Human Resources. The Director and Human Resources will meet with the employee to discuss and identify suitable work options in accordance with the available functional information as per Section 89 of the Workplace NL Act.

3.4 Human Resources

3.4.1 If the claim is deemed No Lost Time, it must be clearly indicated on the Form 7 prior to submission to the Workplace NL.

- 3.4.2** In instances involving lost time or a doctor's visit, Human Resources will complete any required Workplace NL Form 7's and forward to Workplace NL within forty-eight (48) hours of the receipt of the Supervisor's Report of Incident. The Form 7 is reviewed before it is submitted to the Workplace NL and any concerns will be documented on the Form 7 for further follow-up.
- 3.4.3** Human Resources will meet with the Director (or designate) and employee to review all received Workplace NL 8/10 form to develop a Return-to-Work plan as recommended.
- 3.4.4** Human Resources will maintain contact with the employee on a regular basis when off work due to an injury and document a treatment plan, medical appointments and all other relevant information. Human Resources will maintain communication during RTW and/or when an employee has been deemed unable to participate in RTW planning due to a work injury. All meetings, conversations with injured employees regarding medical appointments, treatment plans and rehabilitation will be documented appropriately.
- 3.4.5** Human Resources is obligated to monitor RTW programming. There will be communication with the injured employee regarding medical and functional abilities, progress and adjustments made to the RTW plan accordingly, i.e. hours of work, tasks assigned, providing assistive devices etc. If a problem arises because of suitable work no longer being compatible with employee's functional abilities, Human Resources must address these issues immediately and offer additional suitable employment that is compatible within the employee's functional abilities.
- 3.4.6** Human Resources will make any required appointments for independent medical assessments, functional abilities testing, etc.
- 3.4.7** Human Resources will maintain an up-to date register and appropriate documentation of all employees on worker's compensation and provide statistics on the types and numbers of incidents to the Occupational Health and Safety Committee.
- 3.4.8** Human Resources and Union Representatives shall notify Workplace NL of any difficulty or dispute between Workplace parties in the Return to Work process in accordance with Workplace NL RE-04 Mediation Services.

4.0 Approvals



Dana Spurrell
Chief Administrative Officer

Signed: December 16, 2021
Date