

Injury Reporting and Return to Work Policy

1.0 Policy Statement

The City is committed to providing a safe and productive workplace for its employees. Injuries and illnesses shall be reported immediate to the employee's supervisor or manager, directly after the event occurs or immediately following the employee's knowledge of an occupational injury or illness. If the employee is unable to report, due to the nature of injury or event, then any employee who witnesses the injury or illness must report it as soon as it is safe to do so.

Following the injury or illness being attended to, the City shall contact injured employees with a view to offer employment that is consistent with the employee's functional abilities. In accordance with the 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. In the event that alternate positions are not available within the original department, every reasonable attempt will be made to find appropriate work in other departments.

All attempts to place the employee in another area shall be done in accordance with Section 89, Duty to Cooperate, and Section 89.1, Re-employment Obligation of the Workplace Health, Safety and Compensation Act. Return to work options shall also be identified in cooperation with managers, healthcare providers, Workplace NL, union representatives, co-workers, and the employee.

2.0 Background

The City of Mount Pearl will continuously strive to reduce or eliminate workplace accidents and illnesses. In the event of a lost time injury this policy has been established for employees who sustain injuries. Persons who accept employment must agree to comply with City policies and procedures.

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

The City of Mount Pearl accommodates injured employees through return to work, rehabilitation and placement, where possible, to the benefit of the entire workplace. This program provides gradual and consistent rehabilitation to all injured employees. Employees participating in Return to Work are expected to provide feedback in order to ensure the success of the program.

All maintained and retrieved information will be in accordance within the requirements set forth by legislation (i.e. Access to Information and Protection of Privacy Act) and City information management policies, procedures and guidelines.

3.0 Scope

This policy applies to all City of Mount Pearl employees that have been injured.

4.0 Purpose

To establish a policy for the City of Mount Pearl that outlines the guidelines for reporting of injuries and consequent return to work.

5.0 Related Documentation

Please refer to the City's companion document:

- *Injury Reporting and Return to Work Procedure*

6.0 Approvals



Dana Spurrell
Chief Administrative Officer

Signed:

December 13, 2022

Date