Great Western Painting

Safe Return to Work

Safe Return to Work Policy Statement
Full or Modified Duty

In the event of an occupational injury or illness, the first priority is to ensure our employees are presented to a healthcare provider in a timely manner so that the healing process may begin.

If the healing process of the employee who has suffered an occupational injury or illness is such that he/she is not capable of performing his/her regularly assigned duties, but may perform modified duty work, every effort will be made to allow this to take place.

In an effort to reduce Workers Compensation costs, improve employee retention, enhance employee morale, reduce in lost time days, and strengthening of the company's relationship with its employees, modified work should be offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness.

Modified work should be both meaningful to the employee and to the company. Of course, modified work must be consistent with work restrictions outlined by the treatment provider.

The Safety Program Administrator will inform a local Occupational Health Clinic that we provide modified work to injured employees, whenever practicable, and working with that clinic's case manager develop a Physical Demands Analysis (PDA) for the employee's assigned duties as well as a PDA for each available modified work duty.

A list of jobs **available** to be performed for employees on modified duty will be maintained. All jobs will be assessed to determine which jobs can be performed by persons working under specific restrictions.

Note: An employee's assigned duties are defined as, "the duties he or she would have performed at least once per week before the injury or illness."

Note: Modified work is temporary and should be managed with a goal to return the individual to full time work as soon as deemed medically fit

Injured employees will be encouraged to use the local Occupational Health Clinic, though it is not required. Should an employee choose to use an alternate health care provider, a copy of this policy statement will be provided.

We will ensure that modified work being offered is consistent with the medical restrictions listed by the health care provider. Workers must ensure that changes in the scope of the modified work must adhere to the medical restrictions. Modified work is temporary and should be managed with a goal to return the individual to full time work as soon as deemed medically fit.

i

Supervisors must be made aware of the restrictions to ensure the modified work meets the physician's orders.

Medical records should be kept by the employer strictly on a need-to-know basis. The records should be kept in a locked file.

The Safety Program Administrator will maintain written records of incident details. This will be of value in recalling information about the circumstances of the incident at a later time and will demonstrate due diligence. Incident investigation records should be maintained. Records should be kept of communications with the injured employee regarding modified work. Workers Compensation and medical records, where applicable, should also be maintained.

Employees are reminded that if the physician or case manager approves restricted work and no such work is available, no work will be provided.

Our policy is consistent with Part 1904, *Recording and Reporting Occupational Injuries and Illnesses*.

The downside to this policy is that the employee may not be able to return to work sooner. The upside to this policy is that if an employee does return to work, he/she will know that his/her services are required.

It should be noted that if the work restriction is limited to the day of the injury or illness, and none of the other recording criteria are met, the case is not recordable on the OSHA 300 Log. The time away from work starts the day after the injury or illness.

This policy statement will be posted in a conspicuous location and may be included in scheduled safety meetings.

_____
Patrick Evje
Safety Director