



## **Town of Stephenville Policy Manual**

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**Policy No: 021**

**Title: Return to Work Planning**

**Resolution No: 24-385**

**Approval date: December 19,  
2024**

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### **Purpose:**

The Town of Stephenville is committed to co-operating with the Occupational Health and Safety Committee and Workplace Health and Safety Designate. As such, the Town recognizes the importance of developing and implementing workplace-based return-to-work plans. These plans allow management and employees to proactively assist injured workers in safe and productive work activities as soon as possible following an injury.

This Policy shall be reviewed annually.

### **Authority:**

Workplace Health, Safety and Compensation Act, 2022

### **Associated Documents:**

- WHSCC Form 6
- WHSCC Form MD
- WHSCC Form 7
- Accident/Incident Reporting Form
- WorkplaceNL Policy RE-18

### **Procedure:**

Return-to-work planning generally involves two main activities: accommodating the injured worker's functional limitations and coordinating services for the injured worker.

The return-to-work planning process involves several critical criteria, including communication, advice, and support, access to timely information, developing, implementing, and monitoring a return-to-work plan, and following up after the worker has returned to work.

### **Employee Responsibilities:**

- Employees will immediately report all accidents/incidents to their designated supervisor. Employees will not leave their work site without reporting the accident/incident.
- Employees will complete the Worker's Report of Injury – Form 6 for any incident involving wage loss and visit to a medical practitioner unless the severity of the injury prevents them from doing so. In this case, the employee will fill out the form after seeking appropriate medical attention.
- Employees will return the completed WHSCC Form MD and the WHSCC Form 6 to the employee's Department Head or designate within twenty-four (24) hours of the employee's visit to a medical practitioner.
- Employees will keep their Department Head or designate informed of their condition during their time off work weekly, either directly or through an employer representative.
- Employees will keep all appointments with their medical practitioner or any other medical practitioner to whom they may be referred. Employees will participate in modified work programs that are established based on the medical practitioners' reports, and the employee will report any changes in their condition immediately to their Department Head or designate.
- Employees will keep any appointment made by the Town of Stephenville with any designated health professional.
- Employees will provide the Town with a WHSCC Form MD showing their clearance to return to full duties without restrictions or with an indication of eligibility for Early and Safe Return to Work.
- Employees will cooperate in Early and Safe Return to Work by helping identify possible modified options within the workers' functional abilities and the plan's development. The modified work may or may not incorporate the worker's regular duties. Any issues and problems will be identified, reported immediately, and promptly addressed. Employees will meet weekly with their Department Head or designate to provide status reports and discuss progress.
- Employees will notify the Workers Health and Safety Compensation Commission as soon as possible if the employer and employee cannot agree on a return-to-work plan. WSHCC will help determine the cause of the disagreement and offer assistance where necessary.
- Employees will complete WHSCC Form 6R-Worker's Questionnaire-Recurrence of Injury before leaving the work site in the event of a recurrence of an injury.

#### **Department Head's Responsibilities:**

- Department Heads will review the completed WHSCC Form MD and determine whether or not there is sufficient information to complete the return-to-work plan. If insufficient information is provided, then an attempt

to obtain the required information may be made to the employees' medical practitioners or the report may be forwarded to WHSCC for assistance. In addition, if there is concern over the lack of 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 Workplace Health, Safety and Compensation Act (SNL2022 Chapter W-11.1), Part VII Return to Work and Rehabilitation.

- Department Heads will review all WHSCC Form MD and complete a return-to-work plan for all employees not recommended to return to work within five days of receipt. The return-to-work plan shall utilize the Hierarchy of Return to Work as set out in WorkplaceNL Policy RE-18
- Department Heads will then forward the WHSCC Form MD and the return-to-work plan to the Occupational Health and Safety Coordinator. Within three days of receipt, the department head will meet with the Occupational Health and Safety Coordinator and the employee to discuss the return-to-work plan based on the medical practitioner's recommendations.

### **Supervisor's Responsibilities:**

- Supervisors' will immediately investigate all accidents/incidents and report them to their respective Department Heads.
- Supervisors' will provide the employee with the WHSCC Form 6.
- Supervisors' will immediately complete the Accident/Incident Report Form and forward it to the Occupational Health and Safety Coordinator.

### **Occupational Health and Safety Coordinator's Responsibilities:**

- The Occupational Health and Safety Coordinator will contact the employee within 24 hours after the injury. The initial contact will be to offer support and inform the employee about the return-to-work process.
- The Occupational Health and Safety Coordinator will complete any required WHSCC Form 7's and forward them to WHSCC within forty-eight (48) hours of receiving the Supervisor's Report of an Accident/incident.
- The Occupational Health and Safety Coordinator will meet with the Department Head and employee to review all received WHSCC Forms and the Town's Modified Work Program Form to develop an Early and Safe Return to Work program in accordance with the Hierarchy of Return to Work as set out in WorkplaceNL Policy RE-18
- The Occupational Health and Safety Coordinator will contact employees weekly when off work due to an injury and document treatment plans, medical appointments, and all other relevant information.
- The Occupational Health and Safety Coordinator will make any required appointments for independent medical assessments, functional abilities testing, etc.

- The Occupational Health and Safety Coordinator 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 accidents/incidents to the Occupational Health and Safety Committee.

### **Obligation to Reemploy**

If a Town of Stephenville employee has been unable to work as a result of an injury and, on the date of the injury, had been an employee of the Town for at least one year, the Town shall offer to reemploy the worker in accordance with section 101 of the Workplace Health, Safety and Compensation Act, (SNL2022 Chapter W-11.1)

### **Attestation**

The Town of Stephenville has adopted this Policy, attested by the signatures of its duly authorized representatives, for such purposes.

Mayor - Tom Rose

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief Administrative Officer – Bill Ramsay

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Revision History:**

| <b>Revision:</b> | <b>Resolution No:</b> | <b>Change:</b> | <b>Date:</b> |
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