



# Return to Work (RTW)

Injured workers don't always need to wait for full recovery to return to work. Healthcare providers, worker advocates, labour organizations, and the Workers' Safety and Compensation Commission (WSCC) understand that an early and safe return to work can improve worker recovery.

## Benefits of Early RTW

### Employer Benefits:

- Reduces the time that workers are away from the worksite;
- Retains experienced, skilled, and knowledgeable workers;
- Demonstrates the value employers place on workers;
- Reduces re-hiring and re-training costs; and
- Promotes a strong Northern safety culture.

### Worker Benefits:

- Improves recovery and rehabilitation;
- Maintains financial benefits (pension, EI, medical and dental plans, vacation leave);
- Increases worker morale and connection to the workplace; and
- Protects worker employability.



*Build a RTW program so everyone in the organization knows what to do if an injury or illness occurs. A RTW program outlines how the employer coordinates Return to Work for injured workers. For assistance with Return to Work contact the WSCC at 1-800-661-0792.*



## RTW PROCESS

### 1. First aid/medical aid:

- Worker gets first aid or medical aid;
- Employer provides transportation to nearest medical centre, if needed; and
- Healthcare provider completes WSCC *Functional Abilities* form.

### 2. Report injury:

- Worker reports injury to employer;
- Employer completes and submits the WSCC *Employer's Report of Injury* form and provides a copy to the worker; and
- Worker completes and submits the WSCC *Worker's Report of Injury* form.

### 3. Communicate and collaborate:

- Employer and worker communicate as soon as possible after the injury occurs and throughout recovery; and
- Employer and worker contact WSCC regularly to share updates.

### 4. Identify suitable work and create a RTW Plan:

- Employer and worker discuss the functional abilities and prognosis with the WSCC to identify suitable work, and together develop a RTW plan; and
- Employer and worker document and sign off on the RTW Plan. Submit the plan to WSCC.

### 5. Implement and monitor RTW Plan:

- Employer and worker check in with each other to monitor the RTW Plan; and
- Employer and worker provide updates to the WSCC every two weeks. Discuss and address any concerns.

### 6. RTW completion:

- Worker successfully completes the RTW Plan and returns to their pre-injury job; or
- Worker reaches maximum recovery and requires permanent accommodation.