



Return to Work Resources

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Return To Work (RTW) Resources

Index

Employer Procedure Checklist	2
Evaluating your Workplace/Communication Best Indicators for RTW	4
Return To Work Forms/Resources	5
Form 8 Health Professional’s Report	5
Form 8 CMS Health Professional’s Report for Occupational Mental Stress	5
Form 7 Employer’s Report of Injury/Illness	5
Form 6 Worker’s Report of Injury/Disease	5
Functional Abilities Form	5
Disability Management Self Assessment (IDMSC)	5
Sample RTW Package (WSIB)	5
WSIB RTW Policies	5
Accommodation Resources	6

Employer Procedure Checklist

Assess your Current Practices

- Do you have senior management commitment?
- Assess your financial and legal obligations regarding Return to Work
- Do you have a program? If so, is it formalized?
- Do people have assigned responsibilities in returning a worker to work?
- Has your Return to Work program been communicated to management, staff and the union?

Get Commitment from All Parties

- Show upper management your projections including cost evaluations, legal obligations and the possible benefits in workplace relations
- Obtain management, JHSC and staff / union commitment
- Involve the JHSC in developing a Return to Work commitment statement

Write your Return to Work Program

Consider:

- The collective agreement
- How and when you will contact the worker
- How contact will be maintained
- The process for obtaining functional abilities information
- How job matches will be made with functional abilities information
- If work is available to be set aside for Return to Work purposes
- Conditions of modified work, e.g. wages, hours, etc.
- How disputes are to be resolved
- What indicators you will use to evaluate the program

Assign Responsibilities

Include who is responsible for:

- Contacting the worker
- Gathering the worker's functional abilities information
- Coordinating and offering work
- Monitoring the worker upon return to work
- Evaluating program results
- Updating the program

Educate

- Communicate the commitment
- Make details of the Return to Work program available to all staff
- Ensure staff gets regular updates on the program and its results

Evaluate and Update

- Both individual cases and overall program results
- Ongoing process through all steps of program development and implementation
- Based on the results of the evaluation, make the necessary changes to your Return to Work program

Evaluating your Workplace/Communication – Best Practices for Return to Work

Best Practices Indicators	Employer	Worker	Health Care Practitioner	Union
1. Commitment Statement	Make written commitment statement available to all parties	Ensure worker reads commitment statement	Ensure HCP knows about commitment statement	Ask for support of commitment statement
2. Poster 82	Post WSIB Poster 82 in workplace	Ensure worker reads Poster 82 and knows where it is posted		Show/tell union where Poster 82 is posted
3. Return to Work Policy	Make written Return to Work policy available to all workers	Ensure worker reads Return to Work policy		Ensure union is given Return to Work Policy
4. Investigate/Report Injury	Investigate/report injury within 3 days	Make sure worker reports injury	Ensure HCP is given injury history	Ensure given report/injury details, if applicable
5. Functional Abilities Information	Receive functional abilities information before start of next shift following injury and get updates regularly	Ensure worker provides functional abilities information before start of next shift following injury and when requested by employer	Ensure HCP reports functional abilities information on prescribed form to the employer	
6. Return to Work Meeting	Talk to worker and identify suitable work	Ensure worker talks to employer to help identify suitable work		Ensure union talks to employer and worker to help identify suitable work, if applicable
7. Return to Work Plan	Give written RTW plan to worker	Ensure worker receives written RTW plan		Ensure union is given RTW plan, if applicable
8. Return to Work Progress	Talk to worker and review RTW plan daily/weekly	Ensure worker reports to employer on progress daily/weekly	Ensure HCP reports changes in functional abilities	Ensure union is aware of changes in RTW plan, if applicable
9. Return to Work Complete	Talk to worker when RTW goal complete. Use dispute mechanism if necessary	Ensure worker tells management when RTW goal complete. Use dispute mechanism if necessary		Ensure union talks to worker/employer when RTW complete. Use dispute resolution mechanism, if applicable
10. Return to Work Results	Report RTW Program results and support program	Ensure workers are given RTW Program results and request support for program		Ensure union is given RTW Program results and request support for program

Return To Work Forms/Resources

[Form 8 Health Professional's Report](#)

[Form 8 CMS Health Professional's Report for Occupational Mental Stress](#)

[Form 7 Employer's Report of Injury/Illness](#)

[Form 6 Worker's Report of Injury/Disease](#)

[Functional Abilities Form](#)

[Disability Management Self Assessment \(IDMSC\)](#)

Select DSMA Questions, choose print version pdf

[Sample RTW Package \(WSIB\)](#)

WSIB RTW Policies

[19-02-07 RTW Overview and Key Concepts](#)

[19-02-08 RTW Co-operation Obligations](#)

[19-02-09 Re-employment Obligations](#)

[19-02-10 RTW Assessments and Plans](#)

[19-05-02 Re-employment Obligations in the Construction Industry - Threshold, Duration and Specific Employer Requirements](#)

[19-05-03 Compliance with the Re-employment Obligations - Construction Industry](#)

[19-05-04 Re-employment Penalties and Payments - Construction Industry](#)

Please note that the above links are external resources that you might find useful.

Accommodation Resources

Accessibility for Ontarians with Disabilities Act	https://www.aoda.ca/
Canadian Centre for Occupational Health and Safety (CCOHS) Healthy Minds at Work	https://www.ccohs.ca/healthyminds/
Canadian Human Rights Commission	https://www.chrc-ccdp.gc.ca/eng
Institute for Work & Health Disability Management	https://www.iwh.on.ca/workplace-disability-management
Job Accommodation Network	https://askjan.org/
National Institute of Disability Management & Research (NIDMAR)	https://www.nidmar.ca/index.asp
Ontario Human Rights Commission	http://www.ohrc.on.ca/en
Practical Strategies for Managing Mental Health and Return to Work	http://ellenmaceachen.ca/rtw-mental-health-guide/
Work Related Musculoskeletal Disorders: Guide and Tools for Modified Work	http://www.irsst.qc.ca/media/documents/PubIRSST/OMRT-En.pdf
WSIB Return to Work Resources	https://www.wsib.ca/en/businesses/return-work/return-work-and-disability-resources

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