
	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	OHS-5001 Disability Management April 10, 2017 Community Services


Policy Statement:

To define the process that allows an injured or ill employee of the Town of Vegreville to safely return to work.

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1.0 Definitions

- 1.1 **Work Related Injury** - an injury or illness resulting from an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.
- 1.2 **Non-work related injury** - an injury or illness that did not result from, or in the course of the workers employment
- 1.3 **Injury** - any damage to the body. An injury can be work related or non-work related.
- 1.4 **Illness** - a disease or period of sickness affecting the body or mind. An illness can be work related or non-work related.
- 1.5 **Workers Compensation Board (WCB)** - Workers' Compensation is a liability and disability insurance system set up under the Alberta Workers' Compensation Act that protects both employers and employees against the impact of work injuries and compensates injured workers for lost income, health care and other costs related to a work-related injury.

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2.0 Work Related Injuries and Illnesses

All employees must follow these steps if they are injured at work:

- 2.1 Tell your Employer. Employees must report all injuries and near misses in the injury record book and to their Supervisor. Serious injuries must be reported to the CAO.
- 2.2 Both the employee and the Town must submit a WCB report, if the employee:
 - 2.2.1 Needs medical treatment beyond first aid, or
 - 2.2.2 Cannot do his/her job beyond the day of the accident
- 2.3 The Town must submit their WCB report within 72 hours or be subject to penalties. It is imperative that employees communicate any injuries to their Supervisor so that the Town can meet its reporting requirements.
- 2.4 Your doctor or Chiropractor must also report your injury to WCB within 48 hours.

If the Worker needs medical help and is unable to transport herself/himself to a medical treatment facility, the Town will provide or pay the cost of immediate transportation from the injury site to a medical treatment facility.


Not all WCB claims will require an employee to miss time from work. The Town strives to reduce the number of “lost time” WCB claims and offers modified work. Modified work helps an injured worker return to work while recovering and provides the opportunity to contribute to the workplace. **All employees must be aware that modified work is available and communicate this to their physician if receiving medical attention for a workplace injury or illness.**

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3.0 Non- Work Related Injuries and Illnesses

All employees must follow these steps if they are injured outside of work:

- 3.1 The employee is to inform their manager of an illness or injury that will prevent them from attending their regularly schedule shift.
- 3.2 If necessary, the employee should request a leave of absence.
- 3.3 Employees absent from work will keep Management notified of their expected date of return.
- 3.4 The employee will inform the Town when they are ready to return to work. For prolonged absences at least one-week notice of return must be given.


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4.0 Return to Work after a Work Related or Non-Work Related Injury

The following steps must be followed when an employee is returning to work after any injury or illness:

- 4.1 The Town will request a “Fitness for Work” form to be completed by the treating physician, and provide the employee with a description of the physical requirements of the job, for both the current job duties and proposed modified duties
- 4.2 Employees are encouraged to discuss modified work options with their treating physician and obtain medical support to participate in either modified work or a return to full duties
- 4.3 The Town will review the [“Fitness for Work” form](#) to determine if the employee can start modified work or return to full duties
- 4.4 Where modified duties are recommended, the Town will provide a written [“Offer of Modified Work”](#) agreement for the employee to sign. This agreement provides details on the type of modified work, duration, hours of work, and rate of pay to ensure the Town and the worker have the same understanding of duties

Where applicable, all forms will be sent to WCB-Alberta, and progress, problems or return to full duties are to be communicated to WCB-Alberta.


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5.0 Modified Work after an Injury or Illness

Temporary modified work includes any changes to regular job duties, as a result of an injury.


5.1 This includes changes in:

- 5.1.1 Tasks or functions
- 5.1.2 Workload (e.g. hours or schedules)
- 5.1.3 Environment or work area
- 5.1.4 Equipment
- 5.1.5 Work normally performed by others
- 5.1.6 Work specifically designated as a modified work program

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6.0 Refusal of Modified Work Offer

Refusal by an employee to participate in modified work will be dealt with immediately by interviewing the employees and recording the reason for not accepting the modified work offer. If the employee rejects the offer, management will remind the employees that their benefits under the WCB could be suspended, where applicable.


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7.0 Managing Modified Work

Once an employee has been placed on modified duties management will monitor their progress.


Employee responsibilities during modified duties:

- 7.1** Follow the treatment plans developed by your health care providers
- 7.2** Keep your appointments with your health care providers (physicians, physiotherapists, chiropractors, etc.). All appointments should be arranged before or after working hours or as close to the beginning or end of the shift as possible
- 7.3** Talk to your physician about your progress so you understand when you can return to work
- 7.4** Talk to your employer regularly about your progress. Ask about modified work and return-to-work options
- 7.5** Inform the Town when the attending physician advises you that you are fit to return to work. If you return to work early, make sure you understand and follow any restrictions to ensure your return to work is safe for both you and others

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8.0 Record Retention

An accurate written modified work agreement and all supporting documentation are to be maintained for a period of three (3) years from the date of the injury or illness.

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9.0 Roles and Responsibilities

9.1 Senior Management

Senior managers responsibilities within the Disability Management Program include, to:

- 9.1.1 To provide the resources and support to ensure an effective Disability Management System is created, communicated, implemented and enforced for the Town of Vegreville.

9.2 Management

Managers responsibilities within the Disability Management Program include, to:

- 9.2.1 Oversee the operation of the program.
- 9.2.2 Support management and employees in the implementation of this program.
- 9.2.3 Provide information affecting case management issues.
- 9.2.4 Ensure the Worker's Report of Injury is submitted to WCB once received from employee.

9.3 Supervision


Supervisors responsibilities within the Disability Management Program include, to:

- 9.3.1 Train employees so that they are aware of Disability Management Program.
- 9.3.2 Inform employee that suitable work will be made available to an injured employee within the limitations of the injury as indicated by the attending physician.

9.4 All Employees

Employees' responsibilities within the Disability Management Program include, to:

- 9.4.1 Keep all medical appointments.
- 9.4.2 Return medical documentation after each visit.
- 9.4.3 Keep supervision informed of any changes in treatment or medical appointments.
- 9.4.4 Communicate to the physician that modified (light duty) work is available and with the physician's approval, participate in the program.

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9.0 Roles and Responsibilities Continued


- 9.4.5 Present the Disability Management Programs report form to physician and return the completed form and WCB physician's first report to the Town of Vegreville. Provide medical information to support the return to work from the injury.
- 9.4.6 Complete and submit the employee's report to the WCB.

9.5 Before an employee can be considered for the Disability Management Program, the following conditions will be met:

- 9.5.1 A physician must authorize the return of work.
- 9.5.2 The work must be productive and meaningful.
- 9.5.3 The work must not aggravate the employee's condition.
- 9.5.4 The duration of the Disability Management Program must be well defined.
- 9.5.5 The employee must not exceed their modified work limitations.

9.6 The program objectives and guidelines are based on the following:

- 9.6.1 Safety will take precedence over expediency.
- 9.6.2 Each employee will have access to this program and, to the best of their ability, take an active part in making it work.
- 9.6.3 Individual employees are responsible for their safety and the safety of their fellow employees.
- 9.6.4 Each employee has the obligation to refuse any unsafe work.

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10.0 End of Policy



 Mayor Tim MacPhee



 Cliff Craig CLGM, Town Manager