



Occupational Health & Safety Program

SECTION 11

DISABILITY MANAGEMENT

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SECTION 11

DISABILITY MANAGEMENT

Introduction

School District No. 54 is committed to the well-being and rehabilitation of all employees unable to perform their normal duties as a result of being injured on or off the job or recuperating from an illness. Labor and management representatives, in cooperation with external agencies, have developed a Disability Prevention Program, incorporating modified/alternate return to work, to meet this objective.

Early Return to Modified Work is individualized for each employee and is supported by medical documentation. This program provides for a timely job modification/placement to a temporarily or permanently disabled employee who cannot perform their duties as a consequence of an occupational or non-occupational injury/illness. The alternate job will be productive and valued work which can be performed safely and without risk of re-injury or aggravation to the disability, or risk to other employees.

It is the School District's intent that this program will be compatible with current statutory laws and collective agreements with any exceptions being mutually agreed to by both unions and management representatives.

All employees who become injured/disabled, regardless of cause, will be eligible and encouraged to participate in the program.

The intent of this Disability Prevention Program is to provide us with a guideline. It should be recognized that this program does not cover all circumstances.

It is also our intent to maintain and expand the cooperative efforts of management, union and the site-based occupational health and safety committees toward the awareness of accident and injury prevention and effective rehabilitation and return to regular duties as appropriate.

Purpose

Information provided in this section will summarize the benefits of the District's Disability Management Program along with how to implement the Program in our District. It has been demonstrated that joint labor / management, Disability Management Programs show positive results. Some examples include:

- increasing the number of employees who successfully return to work following an injury or illness, reducing the cost of disability to the employer and employees;
- fostering an early and safe return to employment, allowing employees to maintain their benefits and income level, as well as their contact with co-workers;
- encouraging the active participation of unions, helping them to fulfill their role of protecting jobs and benefits for their members;

- minimizing the negative impact of disability on the employee’s family, co-workers, supervisors and the community; and
- building mutual trust between all stakeholders through improved cooperation.

Individual return-to-work plans (within the Disability Management Program) are established for each injured or ill employee requiring assistance, and usually provide short-term accommodation based on the workers’ abilities and limitations.

Return-to-work plans have time frames and schedules that are transitional and reflective of the employee’s needs and abilities.

Scope

The vision of the District is that all staff has access to a healthy and safe work environment. School District No. 54 strives to promote this vision and to provide education on safe workplace practices. Unfortunately, in spite of everyone’s best efforts, workplace accidents still occur.

Workplace injuries, illnesses, and accidents are costly to both employers and employees. Although accidents and illnesses are often preventable, and prevention is the best way to protect employees and control costs, workplaces need a way to manage resources and assist employees when injuries and illnesses occur.

The District’s Disability Management Program is a proactive approach to helping injured or ill employees return to safe and productive work activities as soon as medically possible with a primary focus of minimizing the impact of injuries or illnesses. It is a partnership involving all levels of management, employees, health care providers, unions and employee representatives, and WorkSafeBC.

Our Disability Management Program facilitates early intervention, helping to maintain a positive connection to the workplace and alleviate many of the concerns experienced by injured or ill employees. Most employees want to maintain employment security by returning to work, and respond well when employers offer them an opportunity to resume appropriate job activities.

Experience has shown that where Disability Management Programs exist, costs associated with injury or illness – both human and financial – are significantly reduced.

In summary, the Disability Management Program helps return employees to the workplace as part of their recovery. This maximizes treatment while minimizing lost time and the associated human and financial costs to our employees, their family, the District and society.

Benefits of a Disability Management Program

An effective Disability Management Program is genuinely a “win-win” situation for all parties involved. Most injured or ill employees recover and return to work promptly. For a small number, however, the impact of a serious accident or illness can be devastating. Research and practical experience have shown that the longer an employee is absent from the workplace, the more difficult it is for them to return to work (NIDMAR, 1995).

Identify Return-to-Work Options

Examples of return-to-work options:

1. Same school, same job – full duties, full hours.
2. Same school, same job – transitional return-to work program that includes the following:
 - a. gradual hours - temporary job modifications - temporary assistive devices
3. Same school, temporary different job – full duties, full hours.
4. Same school, different job – transitional return to-work program that includes the following:
 - a. gradual hours - temporary job modifications - temporary assistive devices

In the event that the injured or ill employee has a permanent work restriction, the following options should be considered:

1. Same school, same job – permanent accommodations including the following:
 - a. job modifications - assistive devices
2. Same school, different job – permanent accommodations including the following:
 - a. job modifications - assistive devices - retraining

Individual Return-to-Work Plans

A return to work plan is developed by the Human Resources Department, District Health & Safety Manager or WorkSafeBC in cooperation with the physician and with the participation of the injured/ill worker. In this plan a suitable goal and method of attaining the goal is defined.

The Return to Work Plan is an important component in our Occupational Health & Safety Program, second only to accident prevention. Once an injury has occurred the goal of a return to work plan is to return the injured employee to work as soon as possible. To accomplish that the employee's job may have to be reevaluated considering the following two alternatives:

- A. **Modified Work:** The employee returns to his original job but the treating physician places some restrictions on the tasks or duties. Restrictions may include reducing the amount of work time, and/or restricting certain activities such as bending or lifting. Modified Work is also referred to as Light Duty.
- B. **Transitional Alternative Work:** The employee returns to work but because the original job duties cannot be modified to conform to the physician's restrictions, he or she performs another job that accommodates the injured employee's abilities.

In the case of workplace accidents, the District will provide immediate first aid and/or medical assistance to the injured worker. In addition, if the injury requires that the worker seek medical aid, the District will immediately report the accident to WorkSafeBC. The accident will be investigated and recommendations to prevent further occurrences will be identified and acted upon.

Human Resources, is School District No. 54's representative responsible for the return-to-work plan. The District's Health and Safety Manager has the responsibility of coordinating the safe return to work between the employee, their supervisor, and the workplace.

Human Resources, will be familiar with the employees, their work environment and the tasks that they are performing. In cases where it is not possible for the employee to communicate with the Human Resources Department prior to leaving the workplace, contact is arranged with WorkSafeBC as soon as possible, usually within 24 hours.

Support is offered on behalf of the District and information is provided on benefits and return-to-work services. An expected return-to-work date is discussed, if appropriate, as well as completion of the Return-to-Work form (*see sample form at the end of this section*). The employee has a responsibility to fully participate in their treatment and the return-to-work plan by:

- attending medical appointments and following prescribed treatment;
- assisting with the development of their return-to-work plan; and
- participating in the plan and maintaining regular contact with the Human Resources Department.

Health care providers play a crucial role in return-to-work programs. Their input is important with respect to identifying the employee's functional abilities and limitations, as well as providing a prognosis for recovery and recommendations for return-to-work planning.

In the case of an occupational injury or illness, WorkSafeBC may provide timely and effective case management services for the employee, ensuring that any return-to-work concerns are addressed. The WorkSafeBC Case Manager plays a coordination role between the employee, District Health & Safety Manager, union representatives and health care providers. The Case Manager also advises the employee of their duties and responsibilities with respect to the claim, provides financial support as appropriate, arranges health and functional assessments as required, and provides vocational rehabilitation services when needed.

Steps in the Return-to-Work Process

As soon as practicable, following an injury/illness, the employee will be provided with a return-to-work form to bring to their health care provider. Human Resources (or their Designate) will authorize this form, and all others, through the Human Resources Department. Where available, a job task analysis which has been completed on the employee's job will be sent to both the injured workers health care provider and WorkSafeBC.

Upon receipt of the completed return-to-work form, the employee and the return-to-work coordinator will review the information and determine the most appropriate plan of action, based on the information and recommendations provided. Steps followed will include a review of the employee's functional information, along with the health care provider's recommendations, to determine whether a full return to work is appropriate.

If the recommendation is for a full return to work, then the employee can resume their duties. If the employee cannot meet their job demands, and the recommendation is not to return to full duties, then the Human Resources Department will consider:

- Is the employee medically cleared to perform all job tasks but unable to tolerate a full shift?
- Is the employee cleared to perform some of his job tasks but not all tasks?

- Is the employee cleared to perform tasks that do not match the pre-accident or pre-illness position but match other temporary job postings in the workplace?
- Is the employee permanently restricted from their pre-accident duties?

Return-to-Work Process

The District's Health and Safety Manager is responsible for communicating the details of the plan, as appropriate, to all parties involved. Dependent upon whom the information is to be shared; a consent form may be required from the employee. Individuals who should be informed about details of the return-to-work plan include the employee's supervisor, the WorkSafeBC Case Manager, and the treatment provider (usually the employee's physician). In cases involving private long term disability or sick leave benefit carriers, the case management personnel may also need to be advised.

Once the employee has resumed working, ongoing monitoring of his progress is essential. As a general guideline, an average return-to-work program continues for a period of six to eight weeks, but this may vary depending on the entry level to the program (the worker's functional level upon commencement of a Return to Work Plan).

Ongoing communication with the employee, supervisor and treating physician (or other health care provider) is essential to monitor progress, and to immediately address any difficulties or concerns that arise.

In the event that the employee is not making the anticipated progress, the Human Resources Department may need to obtain input from the health care provider to assist with establishing an alternate plan. In some cases, additional medical investigation may be required, or a functional evaluation may be necessary, to objectively determine the worker's restricted abilities.

DISPUTE RESOLUTION

It is the responsibility of the District Health and Safety Manager to address disputes using the procedure outlined below.

- 1.** Review guidelines and procedures. Make corrections where errors have occurred.
- 2.** If a dispute arises between the District's Health and Safety Manager and the employee (or their supervisor) Human Resources, will review goals and program objectives. All issues will be resolved through consensus. If necessary, outside assistance may be sought from a mutually agreed-upon source.
- 3.** In the case of a dispute in medical assessments or reports Human Resources, will seek the opinion of an independent health care professional. Based upon this medical and physical assessment Human Resources, will make the final decision.
- 4.** Seniority and contractual disputes will be referred to the local union affected and management personnel.

Using Job Task Analysis and Return-to-Work Forms

Completion of job task analyses is important in the development of a Workplace Disability Management Program. Once a number of analyses are completed, the information collected becomes a "job data bank" which contains important information on: the schedule, job functions,

equipment and materials handled, environmental conditions and hazards, and physical demands of the various jobs within the District.

Having an inventory of completed job task analysis forms, covering all critical jobs, is an important first step to begin the process of identifying a safe return-to-work plan for injured or ill employees.

Before proceeding with the development of a return-to-work plan, information is required on the employee's current functional abilities. An effective way of obtaining this information is through the use of a return-to-work form. Once completed by the health care provider, the return-to-work form will provide the Human Resources Department with information needed to compare the employee's functional abilities, post injury or illness, to their pre-accident job duties.

The return-to-work form specifically requests, from the treatment provider, information about the worker's functional abilities and limitations, thereby helping to determine the most appropriate return-to-work plan. Ideally, a job task analysis form (of the affected employee's position) will accompany the return-to-work form sent to the health care provider. This enables the treatment provider to better understand the employee's job demands.

APPENDIX A

Physical Demands – Strength Rating

PHYSICAL DEMANDS - STRENGTH RATING

Sedentary Work - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work:

(1) when it requires walking or standing to a significant degree; or

(2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or

(3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Medium Work - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

Heavy Work - Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Very Heavy Work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

Canadian Classification and Dictionary of Occupations – a systematic and comprehensive arrangement of Occupational descriptions.

TASK HAZARD ANALYSIS WORK SHEET (SAMPLE)

JOB: Driving Car

TASK: Change Tire (flat occurs while traveling at 65 mph)

WHAT TO DO STEPS IN SEQUENCE	HOW TO DO IT INSTRUCTIONS	KEY POINTS ITEMS TO BE EMPHASIZED <i>SAFETY IS ALWAYS A KEY POINT</i>
1. Stop the car	<ul style="list-style-type: none"> - Foot off gas – decelerate - Booth hands on wheel - Gradual application of brakes - Shut off engine 	<ul style="list-style-type: none"> - Check rear view mirror – traffic behind - Hold steady – do not brake - Park on Shoulder - Do not stop on bridge
2. Secure the car	<ul style="list-style-type: none"> - Set in “park” - Apply emergency brake - Chock wheels 	<ul style="list-style-type: none"> - Select level spot - Emergency blinker lights - Select size of rock – pinch points
3. Spare tire and jack from trunk	<ul style="list-style-type: none"> - Place wheel close to change area 	<ul style="list-style-type: none"> - Careful lifting - Check condition of jack
4. Jack up car	<ul style="list-style-type: none"> - Prepare footing for jack - Jack secure to bumper - Raise wheel slightly - Loosen nuts - Raise until wheel clear of ground 	<ul style="list-style-type: none"> - Keep jack vertical
5. Take wheel off	<ul style="list-style-type: none"> - Take off nuts - Pull wheel off studs and roll aside 	<ul style="list-style-type: none"> - Left and/or right hand threads - Careful lifting
6. Put on wheel	<ul style="list-style-type: none"> - Roll wheel into place and position on studs 	<ul style="list-style-type: none"> - Careful lifting - Left and/or right hand threads

PREPARED BY: Ken Worker

DATE: Feb 01, 2013

JOB TASK ANALYSIS

EMPLOYER:					ADDRESS:					
NAME OF WORKER:				JOB TITLE:			NUMBER OF HOURS/SHIFT:			
EMPLOYER CONTACT:					PHONE NUMBER:					
JOB DUTIES (Include Primary Duties)										
Physical Job Demands - Grade according to scale below - [X] appropriate category										
0 - NOT REQUIRED			1 - SELDOM REQUIRED			2 - MINOR REQUIREMENTS				
3 - OCCASIONALLY REQUIRED			4 - FREQUENTLY REQUIRED			5 - ALWAYS REQUIRED				
PHYSICAL JOB DEMANDS		0	1	2	3	4	5	DESCRIBE TASK (S) PERFORMED		TOTAL MIN/DAY
WHOLE BODY DEMANDS								FOR THIS SECTION – EXAMPLE: 8 HOUR SHIFT NOT TO EXCEED 480 TOTAL MINUTES		
SITTING/DRIVING										
STANDING										
WALKING - LEVEL										
- ROUGH GROUND										
- SLOPES										
CLIMBING - REGULAR STAIRS										
- STEEP STAIRS										
- LADDERS										
- OTHER										
LOW LEVEL WORK – KNEELING										
- CROUCHING										
- CRAWLING										
- SQUATTING FREQUENT										
- SQUATTING SUSTAINED										
RUNNING (EMERGENCY PERSONNEL)										
BALANCING										
SPECIFIC BODY DEMANDS								FOR THIS SECTION – EXAMPLE: 8 HOUR SHIFT NOT TO EXCEED 480 TOTAL MINUTES		
NECK / TRUNK MOVEMENTS										
BENDING - SUSTAINED										
- REPETITIVE										
TWISTING - SUSTAINED										
- REPEPITIVE										
LIFTING - VERY LIGHT (MAX 10 LBS / 4.5 KG)										
- LIGHT (MAX 20 LBS / 9 KG)										
- MEDIUM (MAX 50 LBS / 22.5 KG)										

- HEAVY (MAX 100 LBS / 45 KG)									
- VERY HEAVY (OVER 100 LBS / 45 KG)									
CARRYING - VERY LIGHT (MAX 10 LBS / 4.5 KG)									
- LIGHT (MAX 20 LBS / 9 KG)									
- MEDIUM (MAX 50 LBS / 22.5 KG)									
- HEAVY (MAX 100 LBS / 45 KG)									
VERY HEAVY (OVER 100 LBS / 45 KG)									
MOBILE PUSHING - LIGHT (MAX 20 LBS / 9 KG)									
- LIGHT (MAX 20 LBS / 9 KG)									
- MEDIUM (MAX 50 LBS / 22.5 KG)									
- HEAVY (MAX 100 LBS / 45 KG)									
- VERY HEAVY (OVER 100 LBS / 45 KG)									
MOBILE PULLING - LIGHT (MAX 20 LBS / 9 KG)									
- MEDIUM (MAX 50 LBS / 22.5 KG)									
- HEAVY (MAX 100 LBS / 45 KG)									
- VERY HEAVY (OVER 100 LBS / 45 KG)									
STATIC PUSHING/PULLING - LIGHT (MAX 20 LBS / 9 KG)									
- MEDIUM (MAX 50 LBS / 22.5 KG)									
- HEAVY (MAX 100 LBS / 45 KG)									
- VERY HEAVY (OVER 100 LBS / 45 KG)									
REACHING ABOVE SHOULDER - REPETITIVE									
- SUSTAINED									
REACHING FORWARD - REPETITIVE									
- SUSTAINED									
HANDLING - FINE MANIPULATION									
- GROSS MANIPULATION									
- HAND TOOL USAGE									

NOISE LEVELS >80 DECIBELS

ENVIRONMENTAL WORKING CONDITIONS: INDICATE EXPOSURE TIME IN MINUTES / DAY

HOT		HUMID		FUMES		VIBRATION	
COLD		DRY		DUST		JARRING	

JOB SITE WORK PROGRAMS

Is there a First Aid Attendant on site?	YES	NO	NAME	PHONE NO.				
Does worker have a job to return to?	YES	NO	If no, has an R.O.E. been Issued? (Separation Slip)	YES	NO	Claim Number		
Are modified duties available?	YES	NO	Are alternate duties available?	YES	NO	Is graduated return to work available?	YES	NO

WORKSHEET COMPLETED BY (EMPLOYER)

PHONE

GUIDELINES - JOB TASK ANALYSIS

Job Duties:

A brief description of the types of tasks the worker is expected to perform on a regular basis, e.g. Drive grader, change grader blades, grease machinery.

Physical Job Demands:

The scale provided ranges from "0" (not required) to "5" (always required) and is used to indicate how often the physical demands of the job are required.

Whole Body Demands:

Whole body demands include: sit/drive, walk, stand, climb, run and low level work. Total of these **MUST NOT** exceed total minutes/hours worked per day.

For Example: 8 hour shift = 480 minutes

Sitting	= 35 min.	Standing	=240 min. (4 hours)	
Climbing	= 45 min.	Kneeling	= 40 min.	
Crawling	= 30 min.	Walking (level)	= 25 min.	Walking (rough)
	= 50 min.	Walking (slopes)	=15 min.	TOTAL = 480

minutes

Sitting and Driving:

- May be described as short, intermittent, or prolonged.
- Describe type of seating - e.g. bucket seats, air-ride seats in semi-trucks, adjustable office chairs, wooden chairs, etc.
- Indicate maximum time required before a break.
- For driving, indicate type of vehicle or equipment and whether there is vibration.

Walking:

- Describe as frequent short walks or prolonged walk.
- Describe surface: level-concrete, carpet, etc.; rough-dirt, rocks, etc., slopes-ditches, roofs, ramps.

Standing:

- Indicate stationary with little movement, or if more mobile
- Add comments such as: with frequent bending, at assembly line, etc.

Climbing:

- May need to indicate number of steps or flights of stairs.
- Indicate height if claimant is working off ladders or carrying while climbing.
- Regular stairs - standard steps used in most buildings.
- Steep stairs - higher in between each step; often seen in maintenance rooms.
- Ladders - describe as stepladder, extension ladder or fixed ladder.

Running (Emergency personnel ONLY):

- If significant requirement only, e.g. nurse in "Code 99", police officer or fire fighter in emergency situation.
- Describe frequency, distance, and surface.

Low Level Work:

- Kneeling - where one or both knees are on the ground.
- Crouching - to stoop or bend low - worker is unable to remain upright, yet work is too high to be performed in a squat or kneel.
- Squatting - to sit in a low position on heels with legs drawn up closely in front of the body.
- Frequent - means squatting often but able to change positions often.
- Sustained - describes maximum time remained in the position before rising.

Balancing:

- Worker is required to remain in a stable position while reaching, or where the surface the worker is on is narrow or unstable, e.g. walking on high beams, on scaffolding.

Specific Body Demands:

- The total of the specific body demands (lifting, carrying, pushing and pulling) MUST NOT exceed total minutes/hours worked per day.
- For Example: 8 hour shift = 480 minutes.
- Reaching = 35 min. Lifting = 240 min.
- Carrying = 45 min. Mobile Push/Pull = 40 min.
- Static Push/Pull = 30 min. Handling = 90 min. **TOTAL**
= 480 minutes.

Neck/Trunk Movements:

- Sustained - indicates length of time a worker remains in a position.
- Repetitive - is continually moving about in all directions. Indicate period of time worker performs repetitive action.
- Bending - to move forward from the waist or neck.
- Twisting - to move shoulders and trunk to one side or the other or look over one shoulder or the other.

Twisting (moving of objects from one level to another):

- Indicates heights lifted to and from, of the most frequent lifts.
- Describe types of objects, e.g. large box, bags, pails, bulky objects, tall, etc.
- Indicate one or two-handed lift, one or two more person lifts.

Carrying (moving weight from one location to another):

- Indicate how object is carried - both hands down at sides (briefcases), both hands in front, one hand at side, on shoulder, etc.
- Indicate distance traveled and type of surface, e.g. up stairs, over rough terrain.
- Include height object is carried at, e.g. Waist, shoulder, at sides, and object carried.

Mobile Pushing/Pulling:

- Object being moved is either being moved over a distance, or worker is moving it while pulling on a rope or pulley, e.g. Wheelbarrow, wheelchair, pulling cable.
- Indicate distance traveled and type of surface.

Static Pushing and Pulling:

- Worker is remaining in one position and must move an object a short distance, e.g. Pull boxes from a shelf, or use tools that require push/pull motion, e.g. Tire iron.
- Indicate work height.

Reaching (the extent to which the arms must be stretched in order to perform the task):

- Repetitive - indicates arms are continually changing position from a low to high level or from close to body to stretched forward.
- Sustained - indicates the arms must remain in one position for longer than one minute with little change in position.

Handling:

- Fine manipulation - use of small objects with the hands. e.g. Screws, bolts, typing.
- Gross manipulation - handling of large, usually awkward objects; generally requires both hands for safe handling, e.g. Plywood, transferring.
- Indicate how moved and weight of object.
- Indicate if repetitive, such as assembly line work.
- Hand tool usage - indicated what tool(s) used, which hand, length of time, repetitive or sustained.

- Indicate if vibrating tools are used.

Noise Levels over 80 decibels:

- Omit if noise levels never measured.

Environmental Work Conditions:

- Vibration - generally refers to tool usage that affects the upper extremity, e.g. Drills, saws, jackhammer.
- Jarring - generally refers to movements affecting the entire body such as those experienced in a bobcat, while driving over rough roads, etc.
- Indicate whether is inside or outside work or combination and total number of minutes in each.

WORKPLACE ACCOMMODATIONS:

Modified Duties:

Able to return to own job with changes to specific duties or method of how those duties are to be performed. e.g. Only lift to a specific height or up to a specific weight, or additional equipment is provided, such as a footstool or ladder, or only perform specified parts of the regular duties.

Alternate Duties:

Able to return to pre-injury/illness job site but not to own job. Acts as a helper for another job or can perform work that is specifically reserved for injured workers, e.g. Filing, painting, answering phones. Objective is to keep the injured worker at the job site, possibly while receiving treatment at the same time.

Graduated Return to Work:

Worker is expected to return to full duties but lacks endurance; therefore the number of hours worked per day is limited and increased on a weekly basis. Graduated Return to Work may also involve return to work to full days, but to decreased number of shifts in a week.

NOTE: The Notification to Physicians of Modified Duties letter is an extremely important document that initiates communication between School District No. 54 and the staff member's physician.



**School District #54 (Bulkley Valley)
PO Box 758
Smithers, B.C.,
V0J 2N0**

Date:

Re: Notification of Modified/Alternate Work Program

The Modified/Alternate Work Program assists employees who are in need of short-term accommodation during a recovery period of return to the workforce. School District No. 54 recognizes that we have an important role in our employee's recovery from an injury or illness. We have developed this program in cooperation with our employees to provide them with job accommodation in order that we can safely return them to work without aggravation to their existing injury or placing them or their fellow employees at further risk.

What is your prognosis concerning our employee's return to work?

We recognize your professional obligations with respect to patient privilege. However, to support this accommodation we would greatly appreciate any information from you that would assist us in providing modified or alternate work for _____.

(Name of employee)

Attached are examples of alternate work and modified duties that we have available for our employees. Please select those duties or combination of duties that you feel will not place our employee at further risk of injury and can facilitate their return to work.

We appreciate your participation in accommodating our employee's return to work. Should you require any further information to support your decision please contact _____.

Sincerely,



RETURN-TO-WORK PHYSICAL ASSESSMENT REPORT
 School District No. 54 (Bulkley Valley)
 (250) 877-6820

I authorize the physician, whom I have attended, to release to School District No. 54 Human Resources Department information requested in the physician's section of this form. School District No. 54 may release the information contained on this form to any third party who has an interest in assessing my medical fitness to return to work and/or entitlement to benefits.

Employee's Name: *(please print)* _____ **Signature:** _____

Name of attending Physician: *(please print)* _____

Physical limitations of injured worker:

- | | | | |
|-----------------|---|----------------------|--|
| Walking: | <input type="checkbox"/> Without restriction | Standing: | <input type="checkbox"/> Without restriction |
| | <input type="checkbox"/> Some restriction | | <input type="checkbox"/> Some restriction |
| | <input type="checkbox"/> No walking | | <input type="checkbox"/> No standing |
| Stairs: | <input type="checkbox"/> Without restriction | Ladders: | <input type="checkbox"/> Without restriction |
| | <input type="checkbox"/> Some restriction | | <input type="checkbox"/> Some restriction |
| | <input type="checkbox"/> No stairs | | <input type="checkbox"/> No ladders |
| Lifting: | <input type="checkbox"/> Without restriction | Carrying: | <input type="checkbox"/> Without restriction |
| | <input type="checkbox"/> Some restriction | | <input type="checkbox"/> Some restriction |
| | <input type="checkbox"/> No lifting | | <input type="checkbox"/> No carrying |
| Sitting: | <input type="checkbox"/> Without restriction | Bending: | <input type="checkbox"/> Without restriction |
| | <input type="checkbox"/> Some restriction | | <input type="checkbox"/> Some restriction |
| | <input type="checkbox"/> No sitting | | <input type="checkbox"/> No bending |
| Driving | <input type="checkbox"/> Without restriction | Push/ Pull | <input type="checkbox"/> Some restriction |
| | <input type="checkbox"/> Standard Transmission | | <input type="checkbox"/> No pushing No pulling |
| | <input type="checkbox"/> Automatic Transmission | Repetitive | |
| | <input type="checkbox"/> Some restriction | Movements | <input type="checkbox"/> Some restriction |
| | <input type="checkbox"/> No driving | <i>(arms/wrists)</i> | <input type="checkbox"/> No repetitive |

Please specify work restrictions *(as identified above)*: _____

Duration of restriction(s): day(s) week(s)

Anticipated date able to return to full duties: _____

If suitable employment is available which meets the above-defined restrictions, is this worker capable of returning to work?
 Yes No

Physician: *(Signature)* _____ **Date:** _____

Physician Phone Number: _____ **Physician's Address:** _____

SAMPLE KEY PERFORMANCE INDICATORS

1. Average Cost Per Claim = Total Claims Cost/Total Number of Claims



identifies how much each claim, on average, is costing the company for a specified period of time

Total Claims Cost = Health Care Benefits Cost to day + Total/Partial Temporary Disability Benefits

Cost to date + Vocational Rehab. Benefits Cost to date + pensions Cost to date

1. Average Duration Per Claim = total Time Loss (Days)/Total Number of Claims



identifies the average amount of time loss per claim

2. Number of Injuries Per Department and Per Employee



can help to identify problem areas (i.e. Repeat injuries)

3. Total Modified Duty Hours Worked



Can be used to identify how effective the modified duty program is by multiplying the hours by the average wage rate, you can approximate how much is being saved from being charged against your firm.

4. Tracking the Number of Claims by Length of Disability/Duration



Will identify how many *Short/Medium/Long term claims have occurred*
i.e. track the number of claims in each category:

0 – 30 days

31 – 60 days

1 – 90 days

>120 days

5. Actual Work Hours vs. Potential Work Hours



Will reveal what percentage of the total work hours available are being utilized

a) Calculate the total number of work hours lost (i.e. Total Time Loss in Hours)

b) Calculate Actual Work Hours by subtracting Lost work Hours from Potential Available Work Hours

Potential Available Work Hours = Number of Workers x Average Hours per Shift x Available Work Days

c) To determine % of Potential Hours Being Used, divide Actual Work Hours into Potential work Hours. Multiply the result by 100%.

Return to Work Guidelines

Title:	Early and Safe Return to Work	Date of Issue: August 21, 2009
Approved by: Hugh Gloster, Superintendent of Schools		Review/Revise Date: Sept. 12, 2011
Purpose:		
The purpose of these guidelines is to provide a safe and healthy return to work for injured employees. The following will ensure that, as a District, we are able to supply modified duties to all employees providing that such modification(s) will not put the health and safety of themselves or others at risk.		
Scope:		
The Human Resources Department has implemented a modified duty program. The program will assist in promoting a timely return to work of employees with injuries/ illnesses. The program will reduce the impact of workplace injuries and Insurance costs.		
Definition of “Modified Duty”		
Modified Duty is the modification of an employee’s position that allows for the employee to carry out meaningful work which will be assigned within the employees’ capabilities.		
Principles of Modified Duty:		
The District recognizes that the temporarily disabled employee can and should be performing meaningful, productive employment. The modified duty program gives structure and organization to this principal and recognizes the Districts, unions, and employee(s) joint responsibility to participate in the rehabilitation of the employee. Specifically:		
<ol style="list-style-type: none"> 1. The work must be productive and the result must have value. 2. The work provided must not aggravate the employee’s disability. 3. The workers' disability must not constitute an additional hazard to the employee, fellow employee(s), or members of the public while performing the duties assigned. 4. The work must assist the employee in returning to their original position, if possible. The duration of the modified duty will be determined at the commencement of the program wherever possible. 5. Prior to starting the modified duty, the employee and their physician (or WorkSafeBC) will sign a Modified/ Graduated Return to Work Form with respect to the hours of work, the reporting requirements and the nature of the modified duty position. 6. The employees’ physician statement and the requirements of the employer will be reviewed for the modified duty position. 		

7. The employee will be required to schedule, whenever possible, appointments and therapy during non-working times so as not to conflict with the employer's timetable.
8. The employee is required to supply medical progress reports as frequently as may be needed.

Roles and Responsibilities:

The District

1. To provide fair and consistent rehabilitation guidelines for employees injured on or off the job or disabled due to illness or injury.
2. To provide meaningful employment for temporarily disabled employees and promote modified duty.
3. To facilitate communication between the site/ school, the employee, the treating agency of the employee, and the Human Resources Department.
4. To assist in the modification of the workplace.
5. To involve the work forces and ensure co-operation from the bargaining units.
6. To explain the objectives and requirements.

Human Resources

1. To determine, in consultation with the Manager/ Administrator or their designate, if the position can be modified.
2. To monitor the progress of the employee's modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained at a schedule defined by the employer. The schedule of the meetings can be decided on a case by case approach.
3. To liaise with the employee's treating agency and other agencies when required.
4. Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, their supervisor and the Human Resources Department.
5. To develop, in consultation with the employee's treating agency, the employee and the immediate supervisor a modified duty program.
6. To ensure that there is no conflict with the collective agreements (where applicable).
7. To determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.

Immediate Supervisor

1. To advise the employee of the availability of modified duties or a transitional work program and provide the required forms.
2. To assist in the creation of, and support the employee's modified duty program.
3. To maintain communication with the employee on modified duty and monitor the progress and the effectiveness on an individual case by case basis.
4. To inform other employees in the department of program goals.
5. To schedule regular meetings with the employee in order to communicate and assist in the evaluation of the program's effectiveness.
6. To communicate with the injured worker and document the communication on the Contact Log. This communication is to be on a regular basis, at least once a week or as frequently as may be required. This will be determined on a case by case basis.
7. To schedule meetings with the worker.

Employee

1. To maintain regular contact with the supervisor.
2. To take an active role in developing their modified duty program.
3. To communicate any concerns or problems to their immediate supervisor and Human Resources. By doing so, any problems can be address as early as possible.
4. To obtain the necessary forms from the treating agencies as may be required by the District. The District will be responsible for the costs of any forms that are required.
5. To ensure that other scheduled rehabilitation activities, such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
6. To co-operate with all requests for documentation as required by WorkSafeBC, Insurance Carrier and the District.

Health Care Providers

1. To provide up-to-date medical information.
2. To fill in the forms as requested.

3. To act as a resource.

WorkSafeBC and Insurance Company

1. To process a claim on timely basis.
2. To act as a resource.
3. To follow the Rehabilitation Services and Claims Manual (1 & 2).
4. To attend or teleconference on a monthly basis as required.

Unions: CUPE Local 2145 and BVTU Local 54

1. To counsel its members on the benefits of co-operation in the “Modified Duty” program.
2. To co-operate in placement of temporary modified duty employees.

WorkSafeBC and Insurance Company Reporting Requirements

1. Wage changes.
2. Changes in duties/duration of program.
3. Failure to cooperate.
4. End of program.

Resources:

- WorkSafeBC Web-Page
<http://www.worksafebc.com/claims/default.asp>
- Occupational Health &* Safety Program - Return to Work Section 11

Approval signature:

Distribution to: