**ABC COMPANY – Return to Work (RTW) Policy**

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

**ABC Company** is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner by supplying the financial and human to develop and maintain and continuously improve RTW. **ABC Company** will fulfill this commitment by ensuring all of the following:

* Contacting the worker as soon as possible after the injury and offer suitable and available employment options that are consistent with the worker's functional abilities.
* Re-employ the worker in the pre-injury or illness position that the worker held on the date of injury or provide alternative employment that is comparable to the worker’s employment on the date of injury where the worker is medically able to perform the essential duties.
* Offer the worker the first opportunity to accept suitable employment that may become available with the employer where a worker is medically able to perform suitable work but is unable to perform the essential duties of the worker's pre- injury employment.
* Accommodate the work or the workplace for a worker who has been unable to work as a result of an injury to the extent that it does not cause the employer undue hardship.
* When an employer claims undue hardship, the employer who is required to accommodate is responsible for proving to WorkplaceNL that the accommodation will cause the employer undue hardship.
* Develop and maintain the RTW element in joint consultation with workers, and develop a process for monitoring, evaluating, and changing the element as needed to achieve continuous improvement.
* Provide reference to standards used for the development of the RTW element.

All members of the organization including supervisors, co-workers, and the union are responsible for actively communicating and cooperating in the return to work process when required. Where necessary the company will seek input and advice from other parties involved in the RTW process including WorkplaceNL and external health care providers.

Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

This policy will be reviewed at least annually and may be updated or changed as required.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_