

I. Program Evaluation Procedure

The importance of ongoing evaluation and commitment to continuous improvement of the Return to Work Program is critical to its success. Evaluation of the program will require defined methods of measuring performance. The specific data points that are measured need to be identified and defined so that there is a confidence that the measurement is consistent from year to year. Sample Name will be responsible for ensuring that the program evaluation procedure is facilitated in the organization.

To ensure we continue to be progressive and current on effective Return to Work programming ideas and to meet the requirements of PRIME, this program will be reviewed and revised as needed through a joint mechanism on an annual basis. Evaluation throughout the year will be in the form of:

- Online surveys/questionnaires.
- Regular evaluation review (using data from tracking system).
- Organizational targets.

On line Surveys and Questionnaires will be forwarded to all staff at intervals throughout the year, as required. These evaluation tools will ensure all staff remains aware of the Return to Work program and the corporate culture which supports effective and safe Return to Work planning.

Regular Evaluation Review – The organization’s Return to Work statistics must be regularly reviewed to ensure that the Return to Work program is continuing to meet the needs of the organization.

Organizational Targets – Return to work statistics and targets have to be incorporated into strategic planning and organizational goals. These require review on a quarterly basis.

The findings of any evaluation will be communicated to all employees through a coordinated effort from both labor and management.