
VBN Paving Limited

HEALTH AND SAFETY MANUAL

Return to Work Policy

Purpose

Scope

Procedures will be applicable company wide and include:

- Roles and responsibilities for VBN Paving Limited. related to return to work and re-employment
- Outline Senior Management Commitment at VBN Paving Limited. for Return to Work and Re-employment obligations
- Return to Work Package

Element Goals

- Establish a policy and procedure that outlines company's commitment to a return to work program and re-employment policy.
- Provide a framework for the organization and the worker to co-operate in developing the return to work process and re-employment plans.
- Review Procedure and Return to Work Policy Statement on an annual basis, using an audit tool
- Mitigate severity and frequency with use of the Early Safe Return To Work program (ESRTW)
- Current Return to Work Policy Statement posted as required

Roles and Responsibilities

Senior Management Responsibilities

- Draft the Return to Work Policy Statement
- Ensure current posting of VBN Paving Limited's Return to Work Policy Statement, as follows:
 - Communication by means of posting in required area(s), such as Safety Boards, Employee Handbooks, Supervisor Handbooks, Safety Orientation
 - Any revisions will be through safety talk, monthly newsletter, email or paystubs along with updates in the Occupational Health and Safety Program Manual.
 - Posting will also take place on VBN Paving Limited's Health & Safety Bulletin Board, available in VBN Paving Limited Vehicles.
 - Evaluation by weekly and monthly inspection reports

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<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

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- Effectively initiate and monitor the ESRTW Program
- Cooperating in the injured worker’s early and safe return to work; minimizing the human and financial impacts, by focusing on getting the injured employee back to safe and productive work as soon as medically possible.
- Ensuring that restoring the injured/illness employees’ source of income, staying active and productive, both of which are important to the healing/recovery process.
- Offer to re-employ employees who are medically fit to return to the essential duties of their pre-injury job or suitable work as established with the Workplace Safety and Insurance Act (WSIA)
- Conduct an annual review of the program, identify gaps or areas of improvement develop and implement action

Manager Responsibilities

- Create relevant return to work programs and procedures.
- As appropriate contact the injured employee and present Offer of Modified Duties to Employee
- Complete Modified Work Job Tasks Form and retains a copy on record as an attachment
- Ensures that the worker received the “Grab and Go Package” containing copies of:
 - Form, ESRTW Letter for Healthcare Professional.
 - The relevant to the employee job title Physical Demand Analysis
 - Completed form Modified Work Job Tasks.

Claims Manager Responsibilities

- Creation of Physical Demand Analysis form for all job titles which workers have been involved in workplace injuries.
- Completion and submission of the WSIB form 7 to report the injury to WSIB within 3 days.
- Recording of all communication regarding claims using the ESRTW Contract Log Form

Worker Responsibilities

- Awareness, understanding and acknowledgement of VBN Paving Limited. current Return to Work Policy Statement
- Participate with development of ESRTW Program with
 - Maintaining regular contact with direct Manager and/or designate
 - Communicate any concerns or problems to their immediate supervisor.
 - Obtain the necessary forms from the treating agencies as may be required by the employer. The employee may be responsible for the costs of any forms that are required
 - To ensure that participation and cooperation in 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
 - Co-operate with all requests for documentation as required by the WSIB and VBN Paving Limited.
 - Report immediately any material changes to direct Supervisor

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Procedure

- General process of this procedure is outlined in the Return to Work workflow diagram.
- Senior management will ensure that a one-page, clear and concise Return to Work Policy Statement is created that includes:
 - Requirements of Commitment
 - Intent of the ESRTW Program
 - Date
 - Signature of the most senior management member
- Manager will ensure the posting of the most current Return to Work Policy Statement will be placed on any of VBN Paving Limited’s Health & Safety Bulletin Boards.
- The policy statement will reflect the employer's obligation to re-employ begins when it is notified that an injured worker is medically able to perform
 - the essential duties of his or her pre-injury job
 - suitable construction work, or
 - suitable non-construction work
- The policy statement will also outline the employer's obligation to re-employ continues until the earliest of:
 - two years from the date of injury
 - one year after the worker is medically able to do the essential duties of the pre-injury job
 - the date the worker declines an offer of work, or
 - the date the worker reaches age 65
- The company will maintain contact with the Employee
 - The injured/illness employees’ direct Supervisor or designate will ensure
 - Immediate follow-up on the next scheduled shift in person, or via telephone call following the notification of incident/illness/occurrence
 - Weekly review of the modified duties will be conducted using the Contact Log
 - Written or electronic communication directly to the employee will be made when required (i.e. Offer of Modified, Schedule of Meetings, Meeting outcomes)
- Company will ensure that adequate Medical Monitoring and Treatment take place:
 - Regular use of the WSIB Functional Abilities Form (FAF) will be used as a means of medical monitoring and treatment awareness
 - Requesting update FAF’s will be determined on a case-by-case basis by the Health and Safety Department
- The Company will establish provisions for Modified Duty
 - If modified duties have been recommended, the supervisor will arrange for the appropriate management or designate member to meet and discuss the following considerations:
 - Determine if the modified work will be temporary or permanent.
 - Determine if the work is beneficial to both employer and the employee.
 - Review the restrictions outlined by the attending physician and determine if the employee’s regular job duties are within the restrictions. If possible, look into modifying the employee’s normal duties to accommodate the physical restrictions.

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- The use of the written Offer of Modified Duties Form will be provided to confirm the duties and responsibilities outlined.
- Re-integration of the Employee to Regular Work
- The Manager with assistance of the direct Supervisor, Employee and (if required) WSIB Return to Work Specialist will help ensure that the re-integration of the injured employee into the workplace. Upon return to work the following is recommended:
 - Review the modified job duties with the employee.
 - Assure the employee that they will be able to return to the normal job function, once given a clearance from the physician or WSIB Representative.
 - Instruct the employee to not exceed the physical restrictions outlined by the physician or treating health care provider.
 - Instruct the employee to immediately notify the direct supervisor of any difficulties encountered while on the modified duty program.
 - The injured employee must be advised of changes made to the work area such as additional safety precautions, temporary modifications as per the modified work job description.
 - Once the instructions are given the management must observe the employee for a period of time to ensure that the work performed does not exceed the employee's physical restrictions and that no difficulties are encountered.
 - Once the employee has been re-integrated into the workforce, an integral aspect of the Modified Duties program will be the follow-up. Through follow-up management will be able to evaluate the progress of the employee and the effectiveness of the modified duties.
 - Ongoing communication with meetings and discussion between the management and Employee will continue while on perform Modified Duties program. The follow-up reviews with the employee using the modified work follow-up form and/or Written Offer of Modified form will be used.
- Reporting Requirements to WSIB
 - use of the WSIB Form 7 or appropriate/additional WSIB forms due to an Employee injury/illness:
 - Is absent from regular work
 - Earns less than regular pay for regular work (e.g., part-time hours)
 - Requires modified work at less than regular pay
 - Requires modified work at regular pay for more than seven calendar days following the date of accident.
- Offer of Modified Duties
 - Letter to initiate the offer of modified to a worker in writing
 - Worker to indicate acceptance or non-acceptance with signature and date
- Health Care Professional
 - Letter from the Supervisor to the Health Care Professional to provide awareness and intent of ESRTW Program
- ESRTW Contact Log
 - To be completed by management member for discussions or actions taken during the claim

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- Physical Demands Analysis
 - Determination of requirements for the worker performing regular job duties
- Modified Work Job Tasks
 - List of duties and description of tasks requesting to be performed
- Annual review of Procedure to identify any changes to VBN Paving Limited. Health and Safety Program; Revision Page will reflect the review and update

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RETURN TO WORK & RE-EMPLOYMENT POLICY STATEMENT

VBN Paving Limited management is committed to the safe return to work for any workers who have sustained workplace injuries while employed by VBN Paving Limited. Through the return to work program, VBN Paving Limited will provide gainful employment to workers in the event of a disabling workplace injury, to the extent possible.

Supervisors and foremen are responsible to participate in the implementation of the RTW program where and when it is required. Once a worker has been placed on the RTW program, the supervisor and/or foreman will be responsible for follow-up with the program, constant communication with the worker, and updating the safety manager, where required.

The RTW program has two main functions:

1. To prevent workers from losing time due to workplace injuries (achieved through the use of the WSIB Functional Abilities Form, provided at the initial stage by the treating medical physician.
2. To return workers to gainful employment as soon as medically authorized through permanently modified work or temporary modified work, as may be required by WSIB.

Workers are responsible to report all workplace injuries or incidents to their immediate supervisor. Workers are also responsible to ensure all medical visits are reported to the employer and applicable forms are filled out and returned to the employer, health care practitioner or WSIB, where required. Workers are expected to participate in the RTW program with their supervisor, and ensure active two-way communication to ensure the success of the RTW program.

All management and supervisors will receive copies of the RTW program and participate in an orientation and instructional training session to ensure full understanding of the RTW program. In addition, all VBN Paving Limited employees will be made aware of the RTW program during their orientation/training session.

In addition to my commitment to health and safety, I am committed to ensuring an early and safe return to work for any worker suffering from a disabling workplace injury.


Senior Management

July 27, 2019
Date

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