

Return to Work: Definitions

Alternate work: Work duties/tasks not associated with an injured worker's pre-injury job that accommodate his/her medical restrictions/capabilities to allow him/her to safely return to work.

Alternate work options list: A general pre-defined list of potential alternate work options that can be used as a starting point for the identification of alternate work.

Confidential information: Information from a health-care professional (HCP) about a person that is legally protected and may not be disclosed to a third party. Protected information includes, but is not limited to, medical diagnosis, medical treatment(s) and prescription(s).

Disability: An umbrella term for activity limitations and/or participation restrictions in an individual with a health condition, disorder or disease (The American Medical Association Guides to the Evaluation of Permanent Impairment (AMA Guides) PFI General Policy (2010)).

Impairment: A significant deviation, loss, or loss of use of any body structure or function in an individual with a health condition, disorder or disease (The American Medical Association Guides to the Evaluation of Permanent Impairment (AMA Guides) PFI General Policy (2010)).

Disabled worker: The WCB considers an injured worker to be disabled if the injured worker is unable to return not only to all normal work duties/tasks as a result of the work injury, but also to any alternate/modified work duties/tasks the employer has available.

Documented return-to-work (RTW) process: An employer's defined and documented process to identify and provide suitable alternate/modified work, temporary or permanent, for injured workers.

Employer: Any person, association or body having in its service any worker engaged in any work in, about, or in connection with an industry covered under *The Workers' Compensation Act, 2013*.

Employer's Initial Report of Injury (E1): The Saskatchewan Workers' Compensation Board (WCB) form an employer is to use to notify the WCB of a worker's workplace injury.

Employer's Progress Report (E5): The WCB form for an employer to obtain additional information about an injured worker's progress in returning to work.

Graduated Return to Work (GRTW): The gradual increase of an injured worker's hours of work and/or work activities. GRTW may involve job tasks from the injured worker's pre-injury job, or alternate work from other positions within the place of employment.



Health-care provider (HCP): A health-care professional such as a physician, dentist, chiropractor, optometrist, psychologist, occupational therapist, physical therapist, nurse, or any other person who is registered or licenced pursuant to any Act to practice any of the healing arts.

Injured worker: A worker who has sought medical treatment and/or lost time from work as the result of a work-related incident or exposure.

Job Information Worksheet (JIW): A WCB form for an injured worker to complete with his/her employer to gather information about the physical, psychological, sensory and environmental demands of the injured worker's essential job functions.

Medical restrictions: Clear and specific limits including, but not limited to, specific work activities, exposures, body motions, positional tolerances (e.g. ability to sit, stand, stoop for a protracted time), timeframes, lifting and material handling capabilities, as identified by the injured worker's health-care provider(s). Medical restrictions arising from an injury may be physical, cognitive and/or psychological and be of a temporary or permanent nature.

Medical restrictions form: A form created and managed by an employer that an injured worker is expected to take to his/her HCP to identify any medical restrictions.

Modified work: Any work duties/tasks that have been changed to accommodate the injured worker's medical restrictions to allow the injured worker to safely return to work. Modification of work can include, but is not limited to, changes to the work environment, work hours, tools and equipment used, and job design/work organization.

Permanent disability: Any disability from which an injured worker is not expected to recover.

Productive work: Any job or task that contributes to the objectives or operations of the employer.

Return to Work (RTW): The return to suitable work within the medical limitations of an injured worker who has not yet fully recovered from his/her injuries, and is not yet able to return to his/her original job, but who is capable of some form of employment.

RTW committee: A committee assigned by an employer who is responsible for developing, implementing, monitoring and/or reviewing an employer's RTW process.

RTW coordinator: An employee assigned by an employer to administer the day-to-day functioning of the employer's RTW process.

RTW plan: An employer's plan to manage the impact of an injured worker's injury by providing safe productive alternate/modified work within his/her medical restrictions/capabilities. A RTW plan matches an injured worker's functional limitations, rehabilitation and treatment needs, and skills and abilities with available and suitable productive work.



RTW plan options: The typical considerations of suitable work options:

1. Pre-injury job modified
2. Alternate job
3. Alternate job modified
4. Re-bundling of suitable work tasks/duties

Suitable productive employment: Employment that contributes meaningfully to the operations of an organization and can functionally be performed by an injured worker, given the medical restrictions imposed by his/her work injury and any non-compensable medical restrictions existing at the time of the injury.

Temporary disability: Any disability from which an injured worker is expected to recover to his/her pre-injury level.

Worker: A person who has entered into or works under a contract of service or apprenticeship, written or oral, express or implied, involving manual labour or other work.

Worker's Report of Injury (W1): The WCB form an injured worker uses to notify the WCB of a work injury.

