

Return to Work Planning Meeting Procedure Template

This template outlines the procedure for how to schedule, conduct and take followup actions for a return-to-work (RTW) planning meeting. An employer can insert the appropriate position or person into the steps below based on responsibility in their organization.

Scheduling RTW Planning Meeting Steps

1. The injured worker is to contact (position or person) as soon as possible after his/her initial medical appointment to advise if health-care provider (HCP) has identified medical restrictions.
 - a. If there are medical restrictions, the injured worker is to report to work for his/her next scheduled shift, and to bring the completed Medical Restrictions/Capabilities Form with him/her.
 - b. If the injured worker is hospitalized, and/or medical restrictions are such that the injured worker is unable to report to work for his/her next scheduled shift, (position or person) is to establish contact with the injured worker within (time frame).
2. (Position or person) is to schedule a RTW planning meeting with the injured worker and, if necessary and appropriate, additional RTW meeting participants (such as the Saskatchewan Workers' Compensation Board (WCB), physiotherapist, union, RTW coordinator) for the beginning of the injured worker's next scheduled shift.
3. If the injured worker is medically unable to report to his/her next scheduled shift, (person or position) should communicate at least weekly with the injured worker until the worker is capable of commencing a RTW plan. If the injured worker is medically able and fails to report to work and/or the RTW planning meeting, (position or person) is to immediately contact the injured worker and then inform the WCB.

RTW Planning Meeting Steps

1. The purpose of the RTW planning meeting is to develop and document a RTW plan that will facilitate the injured worker's recovery, by providing safe alternate/modified work within the injured worker's medical restrictions/capabilities.
2. All RTW planning meeting participants are expected to work together to ensure the RTW planning meeting supports the injured worker, and to identify and address any potential RTW concerns/problems.
3. The injured worker is to be engaged in developing his/her RTW plan. At the meeting:



- a. Review the medical restrictions/capabilities outlined by the HCP.
- b. Follow the employer's process for identifying and discussing suitable alternate/modified work options within the injured worker's medical restrictions/capabilities.
- c. Agree on the alternate/modified work that will be part of the injured worker's RTW plan.
- d. Document the RTW plan on the RTW Plan Form. (Position or person) is responsible for ensuring the RTW plan is documented in accordance with RTW Plan Form completion requirements.
- e. (Position or person) is to assign responsibility for ensuring any modifications and/or assistive aids/equipment required to implement the RTW plan are put in place. Who is responsible for what, when and how is to be documented as part of the RTW plan.
- f. (Position or person) is to ensure the agreed-upon documented RTW plan is dated and signed by the injured worker and (management position or person).
- g. (Position or person) is to discuss what, if any, information about the injured worker's RTW plan (e.g. return date, assigned work duties, prohibited work tasks, dates RTW plan is in effect, scheduled work days and work hours) will be shared with affected co-workers.
- h. (Position or person) is to assure injured worker that confidential medical information (medical diagnosis, medical treatments/appointments, etc.) will not be shared with co-workers unless required, and then with the worker's consent.
- i. (Position or person) is to identify who will be responsible for monitoring the injured worker's RTW plan and providing the injured worker with information on the RTW monitoring process.
- j. (Position or person) is to remind the injured worker that the RTW plan will be in place for a defined time frame, and amended if needed to reflect any changes in the worker's medical restrictions.
- k. (Position or person) is to inform the injured worker that if, during the course of his/her RTW plan, he/she experiences any problems, he/she is to stop work and immediately report to (position or person).
- l. (Position or person) is to remind the injured worker to have his/her HCP complete a new Medical Restrictions/Capabilities Form if he/she is experiencing problems and/or his/her medical restrictions/capabilities change, and to return the completed form to (position or person).
- m. (Position or person) is to remind the injured worker that he/she must not perform work outside his/her medical restrictions and agreed to RTW plan.
- n. (Position or person) is to provide the injured worker with information as to how the injured worker will be paid during the RTW plan as relates to any work time lost due to the injury and treatment plan.



Post RTW Planning Meeting Steps

1. (Position or person) is to provide the injured worker and immediate supervisor(s) with a copy of the documented RTW plan prior to the injured worker commencing the RTW plan.
2. (Position or person) is to provide the appropriate individuals with a copy of the documented RTW plan within time frame of the RTW planning meeting.
3. (Position or person) is to forward a copy of the documented RTW plan and the completed Medical Restrictions/Capabilities Form to the WCB within time frame of the RTW planning meeting.
4. (Position or person) is to forward a copy of the documented RTW plan to the HCP within time frame of their request.
5. (Position or person) is to contact the WCB if there are concerns/problems with, or adjustments/changes made to, the injured worker's RTW plan.
6. (Position or person) is to follow the RTW planning meeting procedure if the injured worker's medical restrictions/capabilities change, unless a graduated RTW plan was already developed by a health-care provider and is progressing as planned.

