

## Create a Return-to-Work Policy

Your return-to-work policy is a statement, in writing, that clearly outlines how management, unions or worker representatives, and workers are committed to their responsibilities under the program. It can be as short as one paragraph or as long as needed. It should be signed by the most senior person in your organization.

Below is a sample policy you can use to model your own.

### **Sample Return-to-Work Policy**

**[Organization name]** supports a workplace culture committed to the health and well-being of all employees. **[Organization name]** commits to preventing workplace injuries and illnesses through maintaining a safe and healthy work environment that protects psychological health and safety and physical safety of all employees.

If a worker experiences an injury or illness, **[Organization name]** commits to facilitate their return to work in a safe and timely manner.

Safe and timely return to work at **[Organization name]**, which includes safe recovery at work wherever possible, is guided by this policy, the return-to-work procedures, and the organization's return-to-work program. The return-to-work program provides opportunities for any employee of **[Organization name]**, who has been injured or became ill either on or off work, to remain at work or return to work when it is safe physically and psychologically to do so at a functional capacity.

**[Organization Name]** will work in collaboration with the employee (and union representative, if applicable) to identify suitable work and develop an individualized return-to-work plan that includes transitional work or alternative work based on functional/cognitive abilities information provided from health care providers and WCB Nova Scotia. The employee is also

expected to actively participate in the process. This policy applies to all employees who are unable to perform part or all of their regular work as a result of injury or illness.

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Senior management signature

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Date