

TRANSITIONAL DUTIES: AN OVERVIEW

WORKING
TO WELL

When an injury occurs, your goal as an employer is to help your employee get back to the way things were before the injury. Transitional duties can assist an early and safe recovery.

WHAT ARE TRANSITIONAL DUTIES?

Transitional, or modified, duties are any temporary changes to an employee's job that aligns with their functional abilities after an injury. In other words, duties that match what they are able to do.

HOW ARE THEY DETERMINED?

When someone experiences a workplace injury, their health care provider will perform a functional abilities assessment to determine what they can do. The health care provider will consult closely with you and the WCB case worker to match your injured employee's abilities to tasks and job functions in the workplace that are meaningful, productive and safe to perform.

It's important to include your employee in this conversation, providing them with support and reassurance at a time when they may be feeling vulnerable and uncertain of their abilities.

WHY ARE THEY IMPORTANT?

Transitional duties are designed to be meaningful and productive in order to help your employee recover and contribute to valuable work. They become an integral part of the treatment plan.

With regular monitoring, transitional duties are meant to be flexible and may be increased as your employee's abilities improve through their recovery.

More importantly, transitional duties keep people connected to work during recovery when it's more important than ever for their physical and mental well-being.

WHAT IS A FUNCTIONAL JOB ANALYSIS AND HOW CAN IT HELP?

A Functional Job Analysis (FJA) identifies and analyzes the physical demands of work tasks. It is useful when comparing a worker's ability after an injury to the requirements of their job tasks and is very effective in decreasing the risk of injury. It is a key tool to help determine what an injured worker can safely do at work.

If you're unsure of what job tasks to assign to someone who has been injured in your workplace, talk to their health care provider for guidance. And remember, WCB case workers can assist you with the development of a Functional Job Analysis for every position in your workplace.

WHAT IS THE GOAL?

Transitional duties play a very important role in your employee's recovery process. They serve as a temporary bridge until your employee can safely return to their regular duties.

A date to return to regular duties is determined when the injury is assessed, and that is the goal you, your employee, their health care provider, and their WCB case worker will work toward, together.

SUPPORTING YOUR EMPLOYEE AS THEY RETURN TO WORK

WORKING
TO WELL

YOU PLAY AN IMPORTANT ROLE IN SUPPORTING A WORKER THROUGH THEIR WORKING TO WELL JOURNEY.

Work is healthy. Work is a point of pride for everyone, and a great source of fulfillment and personal satisfaction. It's also an essential part of our economy.

When injury occurs, staying connected to the workplace and continuing to work are important for a successful return-to-work journey.

A successful return-to-work journey depends on teamwork—and as a supervisor or manager, you're an important part of that team.

The longer employees are off work, the less likely they are to return. So when an injury does occur, the best result for everyone is a safe and timely return to work.

Working to Well is a program that helps workers, employers, and health care providers understand their roles in the process of recovering from injury and returning to work.

THE BENEFITS OF WORKING TO WELL

- Helps employees stay active, which speeds up recovery
- Minimizes impact on the employee's family
- Shifts the focus from what employees can't do to what employees can do
- Maintains an employee's sense of confidence and value
- Allows employees to stay in contact with co-workers and the workplace
- Keeps employees involved
- Reduces or eliminates lost earnings

HOW TO SUPPORT AN EMPLOYEE ON THEIR WORKING TO WELL JOURNEY

- Actively **participate** and **cooperate** in the Return-to-Work program
- Create a **supportive environment** for the injured worker
- Be **patient** and understand that everybody heals differently
- **Communicate** the importance of the Return-to-Work process with all team members
- **Ensure** you and your employee know what tasks are safe for them to do
- Maintain **confidentiality and privacy** at all times
- Maintain **contact** with the **case worker** assigned to the specific case

For more information, visit
wcb.ns.ca/workingtowell.



SUPPORTING YOUR CO-WORKER AS THEY RETURN TO WORK

WORKING
TO WELL

YOU CAN PLAY A ROLE IN SUPPORTING YOUR CO-WORKER THROUGH THEIR WORKING TO WELL JOURNEY.

Work is healthy. Work is a point of pride for everyone, and a great source of fulfillment and personal satisfaction. It's also an essential part of our economy.

When injury occurs, staying connected to the workplace and continuing to work are important for a successful return-to-work journey.

We all have a role to play.

The longer employees are off work, the less likely they are to return. So when an injury does occur, the best result for everyone is a safe and timely return to work.

Working to Well is a program that helps workers, employers, and health care providers understand their roles in the process of recovering from injury and returning to work.

HOW TO SUPPORT YOUR CO-WORKER ON THEIR WORKING TO WELL JOURNEY

- Understand that your co-worker **may not be able to perform all tasks** associated with their job – this is normal
- Understand that **everyone heals differently** and that it may take some co-workers longer than others to recover
- Ask your co-worker what you can do to **assist them** during this process
- **Support** your co-worker during this process
- **Respect** your co-worker's privacy
- **Include** your co-worker in activities that were important to him/her prior to their injury
- **Put yourself in your co-worker's shoes**

For more information, visit
wcb.ns.ca/workingtowell.

