

RETURN TO WORK PLANNING SUPPORT FOR EMPLOYERS

Successful return to work requires teamwork, and as an employer, you play an essential role. If an injury occurs, return to work can start right away. You can stay connected, focus on what your employee can do safely, and provide safe transitional work activities. Often making small changes to their job early on can help your worker recover safely at work. This could mean they don't have to miss work, or it could help minimize the time away from work.

RECOVERING SAFELY AT WORK

Safe work can often be part of recovery from workplace injury. The longer a worker injured on the job is off, the less likely they are to return. Transitional work can be part of an early and safe recovery. It also maintains productivity, helps reduce your WCB claims costs, and keeps a valued worker connected with your workplace.

WHAT IS TRANSITIONAL WORK?

Transitional work is temporary and meaningful, and within the worker's current skills and abilities. It may include:

Modified work: Changes made to, or supports added to, the worker's pre-injury work so they can perform the work safely according to their post-injury abilities.
(Example: putting a limit on heavy lifting)

Alternative work: Temporarily assigning the worker to a new task or department.
(Example: moving someone from the production floor to administration)

As a worker progresses with their recovery, restrictions and limitations change. This will prompt changes in what they can do safely and changes to the types of transitional work you are supporting them with.

HOW DO I DEVELOP A RETURN-TO-WORK PLAN?

A successful return-to-work plan is a team effort, and the worker's support team includes the WCB case worker, employer and health care provider(s). Everyone works together to support the plan and a safe and timely return to work.

The worker's recovery, well-being, and safe return to work are at the center of everything.

Not sure where to start? Use and adapt this sample return-to-work plan to help you develop a plan with a focus on transitional work.



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RETURN-TO-WORK PLAN

Organization:		
Worker's name:		
Worker's regular supervisor:		
Worker's regular job title:		
Worker's regular hours:		
Modified work supervisor (if different):		
Description of illness/injury and current safe functional abilities:		
Worker's pre-injury/illness work:		
Can the worker still perform these duties after the injury/illness, either without changes, or with some adjustments?		
	YES	NO
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
Job position:		
☐ Pre-injury job with modified work/hours ☐ Alternate job, with or without modifications		
☐ Re-bundled tasks ☐ Home position		
What activities can the worker do safely as they recover?		
(Based on the functional abilities assessment provided by the health care provider).		

TRANSITIONAL WORK:

Type of plan:

☐

modified

☐

alternate

☐

other (describe)

Transitional job title, if applicable:

Transitional job supervisor:

Transitional work (list all), if applicable:

Tools, supports, equipment, training, and accommodations required for this work (list all):

Days and Hours Scheduled Each Week							
Work Week (Date)	Mon	Tues	Wed	Thur	Fri	Sat	Sun

Comments:

STAY CONNECTED

Make sure to talk to your employee often to see how they're doing and to make sure the transitional work continues to be safe based on their recovery.

Agree on when you will meet and check in with each other:

Frequency:

Outline how you'll stay connected:



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