



# INJURY MANAGEMENT/RTW SYSTEM

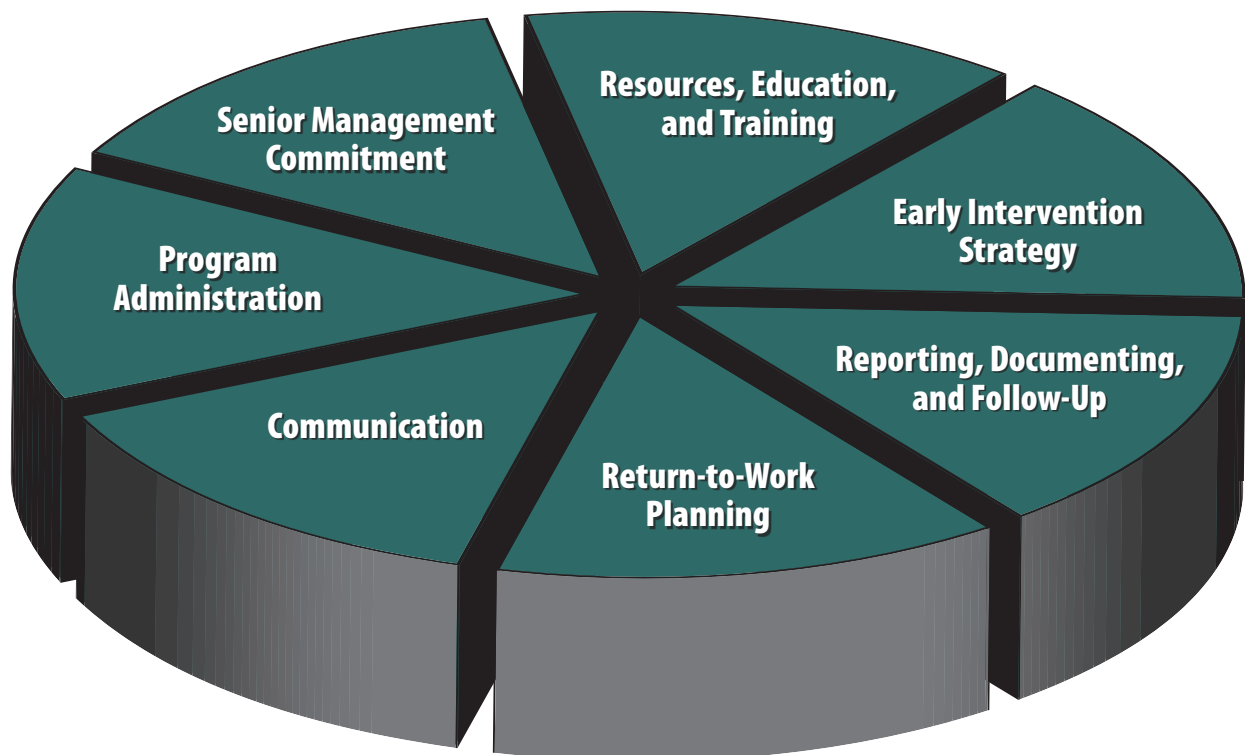
## What is an injury management/RTW (return-to-work) system?

An injury management/RTW (return-to-work) system is a proactive way for employers to help injured workers stay at work or return to productive and safe work as soon as physically possible. This system is based on the philosophy that many injured workers can safely perform productive work during the process of recovery.

## What is the procedure followed in an injury management/RTW system?

Effective injury management/RTW systems are initiated from the time first aid is initially used after an incident. First aid can assess the worker to determine if the worker is able to stay at work performing normal or modified duties while the injury heals. If time away from work is required, the injury management/RTW program can reintegrate the injured worker into the workforce at a much earlier time than has historically been experienced.

## What are the components of an effective injury management/RTW system?



## INJURY MANAGEMENT/RTW SYSTEM

### What does each component of an effective injury management/RTW system involve?

#### *Senior Management Commitment*

- A written policy or letter of intent is required, outlining the company's value of, goals for, and commitment to the injury management/RTW program.
- The policy must be dated and signed by the senior operating manager and/or CEO of the workplace.

#### *Reporting, Documentation, and Follow-up*

- Reporting and documenting of work-related injuries are necessary to meet regulatory requirements; documentation also assists employers in understanding injury trends.
- Effective recommendations are paramount in preventing the occurrence of similar injuries.

#### *Resources, Education, and Training*

- Adequate resources and training are required to support the injury management/RTW process. The person responsible for this process should have been educated on return-to-work principles and practices.
- Workers, first aid attendants, supervisors, and managers must understand their roles and responsibilities in the process.

#### *Communication*

- Workers and supervisors must be made aware of the program and its benefits.
- In the event of injury, workers upon their visit to first aid should be reminded of the program and of the possibility of modified duties.
- An injured worker should be contacted on their first day of absence and advised of all available options.

#### *Early Intervention Strategies*

- Injury management/RTW processes should be initiated early.
- Procedures must include early intervention strategies that begin when first aid is initially used.
- Procedures should also outline the use of modified duties and/or transitional return-to-work opportunities for injured workers.

#### *Program Administration*

- Ensures that all components of an injury management/RTW system are properly documented and communicated to workers.
- Maintenance of injury management/RTW records is necessary to determine the overall effectiveness of the injury management/RTW system. When preparing for an injury management/RTW system audit, the following records will help expedite the process:
  - Injury Management/RTW Policy
  - Injury management/RTW procedures
  - Education and training records
  - Alternative work opportunities
  - Outcome and tracking records

#### *Return-to-Work Planning*

- Reintegration into the workplace following an absence due to injury requires that a RTW framework be established prior to any injury occurring
- Roles and responsibilities should be outlined.
- Possible work accommodations should be identified.