

Direct Traffic Management Inc.

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Facilitated Return to Work Policy

Introduction

This policy and procedure is designed where practical and feasible, to facilitate the timely return to work of all applicable employees affected by illness or injury. These are the governing standards and where they exceed the Workplace Safety Insurance Act or any other similar Act, Regulation, Standard or instruction, Direct Traffic Management Inc.'s policies and procedures take precedence.

Policy

It is Direct Traffic Management Inc.'s policy to facilitate in the successful return to work of all applicable employees afflicted as a result of injury or illness.

Suffering, financial loss and time loss resulting from injury or illness shall be minimized through a preplanned, systematic program.

The program requires that:

- Employees cooperate with all reasonable initiatives designed to facilitate a timely recovery from injury or illness and subsequent return to work.
- Employees must continue to receive medical and rehabilitative treatment.
- Temporary modified work assignments (sometimes called "light" or "limited" duty) are provided if available within prescribed medical limitation.
- Communication shall be maintained between the employer and injured or ill worker.
- Communication shall be maintained between the employer and injured or ill worker's personal physician.

Direct Traffic Management Inc.

Supervisor's Check List

Supervisor

- Provide appropriate First Aid treatment to the injured worker
- Advise the worker that we will provide Modified duties designed around the Doctor's comments and restrictions outlined on page 3 of the Health Professional's Report (Form 8) and the Functional Abilities Form (FAF).
- Complete the Attending Physician letter.
- Explain Direct Traffic Management Inc.'s Facilitated Return to Work Policy and the company's expectations, request the worker to complete the Release of Information Form.
- Notify the Safety Department and complete an investigation of the incident.
- Have employee return page 3 of the Health Professional's Report (Form 8) today or at the start of next scheduled shift.

Employee Receives:

- Page 3 of the Health Professional's Report (Form 8) from the treating Physician.
- Letter to Attending Physician
- Facilitated Return to Work Policy/Release of Information Form
- Verbal offer of modified duties
- Company's expectations

I have completed all of the above steps.

Supervisor's Signature

Date

I have received the above forms and my supervisor has offered modified duties.

Employee's Signature

Date

Direct Traffic Management Inc.

Date: _____

To: **Attending Physician**

Re: _____

It is Direct Traffic Management Inc.'s policy to facilitate in the successful early return to work of all employees affected by illness or injury.

In co-operation with the WSIB we have established a modified duties program to accomodate a variety of physical restrictions. Once the worker's restrictions are identified we will develop a modified duties program to suit the worker's abilities.

Please complete a Health Professionals Report (Form 8) and ensure the worker returns the form to Direct Traffic Management Inc. A modified duties program will be designed to meet the restrictions and limitations outlined on the form. This will ensure a safe and early return of the worker to the workplace.

Thank you for your co-operation.
Yours truly,

Direct Traffic Management Inc.

Peter Wehmeyer
President