



Division HUMAN RESOURCES	Policy Series 700	Policy # 700.6
Subject Employee Health and Wellness	Replaces	
Responsible Authority - DIRECTOR OF EDUCATION - ASSISTANT DIRECTOR OF HUMAN RESOURCES	Date Approved November 21, 2011	
	Effective Date January 1, 2012	
Date Reviewed	Date Revised	

700.6(1) Policy Name

Early and Safe Return to Work (Workplace Injury)

700.6(2) Policy Statement

- 700.6(2.1) All Nova Central School District employees who have been injured on the job are required to report the incident in accordance the *Workplace Health and Safety Compensation Commission's (WHSCC)* injury reporting requirements.
- 700.6(2.2) All Nova Central School District employees who have been injured on the job are required to participate in an *Early and Safe Return to Work (ESRTW) Program*, if they are to return to work with Nova Central School District.
- 700.6(2.3) Employees returning to work shall participate in all meetings with the employer and/or the Commission and may have union representation.
- 700.6(2.4) Where possible, Nova Central School District shall support employees who have been injured on the job to return to pre-injury work in a timely and safe manner.
- 700.6(2.5) Where possible, Nova Central School District shall support employees who are unable to return to their pre-injury work, to return to alternative work that is consistent with their functional abilities and can be reasonably accommodated.
- 700.6(2.6) Nova Central School District shall not place individuals into positions of employment where it may cause unreasonable hardship for the district, nor shall the district create work for the purposes of an ESRTW Plan.

700.6(2.7) In the event of a dispute regarding the *Early and Safe Return to Work Plan* that cannot be resolved between the employer and the employee, Nova Central School District shall follow the *Workplace Health and Safety Compensation Commission's Act* Section 89.

700.6(3) Policy Rationale/Purpose

Nova Central School District is committed to employee health and recovery from a workplace injury or illness and recognizes that employees who have been injured on the job may need special supports to return to work. In accordance with legislative and organizational requirements, it is mandatory that employees who sustain a work-related injury report the incident in accordance with WHSCC's injury reporting requirements, and that they participate in an ESRTW Program.

The purpose of the ESRTW Policy is to outline fair and consistent practices for accommodating employees who have been injured on the job.

700.6(4) References

- 700.6(4.1) Workplace Health, Safety and Compensation Act & Regulations
- 700.6(4.2) Workplace Health, Safety and Compensation Commission Policies – RE: 01-19 and RH: 07-08
- 700.6(4.3) Newfoundland and Labrador Teacher's Association Collective Agreement
- 700.6(4.4) Newfoundland Association of Public Employees Collective Agreements for Support Staff and Student Assistants
- 700.6(4.5) WHSCC Injury Reporting Requirements.

700.6(5) Scope

This policy applies to all employees of Nova Central School District who sustain work-related injuries.

700.6(6) Roles and Responsibilities

Responsible Division: **Human Resources**

- 700.6(6.1) The **Assistant Director of Education for Human Resources** shall be responsible for the implementation, monitoring and revision of this policy.
- 700.6(6.2) The Assistant Director of Human Resources or his/her designate, a **Human Resources Representative**, shall be responsible for developing and implementing an *Early and Safe Return to Work Program* and for assisting with the development of individual ESRTW plans.
- 700.6(6.3) **Managers and School Administrators**, in consultation with a Human Resources Representative, shall be responsible for implementing an ESRTW Plan with individual employees.
- 700.6(6.4) **Employees** shall be responsible for assisting in the development and implementation of their ESRTW Plan and for providing required information in a timely fashion.

700.6(7) Procedures

- 700.6(7.1) Early and Safe Return to Work (ERSTW) Plan**
- 700.6(7.2) Expectations and Responsibilities**
- 700.6(7.3) Functional Abilities Assessment**
- 700.6(7.4) Workplace Accommodation**
- 700.6(7.5) Re-employment**
- 700.6(7.6) Dispute Resolution**
- 700.6(7.7) Confidentiality**

700.6(8) Definitions

- 700.6(8.1) **Available work**
Available work is defined as work that already exists within the Nova Central School District at the pre-injury work site, or at a comparable site arranged by the district, and is determined in accordance with any applicable collective agreement.
- 700.6(8.2) **Commission/WHSCC**
For the purposes of this policy, Commission refers to the Workplace Health, Safety and Compensation Commission (WHSCC).
- 700.6(8.3) **Continuous employment**
Employees who are hired one year or more before an injury occurs are considered to be continuously employed, unless the year was interrupted by a work cessation intended by the employee or the employer to sever the employment relationship.

700.6(8.4) **Continuous employment – seasonal employees**

A seasonal employee is considered to be continuously employed where it is shown there has been a pattern of rehiring the employee for more than one season and there is no evidence that the employment relationship was officially terminated with no intention to rehire the employee at the next season.

(e.g., an employee who works ten months each year, September to June, for the same employer.)

700.6(8.5) **Easeback**

Easeback opportunities let injured workers return to their work gradually, while building up strength and tolerance in the process. The objective is to allow a steady progression of hours and/or duties with the end result being a return to full hours and duties.

700.6(8.6) **Functional abilities**

Functional abilities refer to the duties an employee is able to perform, given any limitations due to the workplace injury. An employee's functional abilities are determined by his/her health care provider or by a health care provider appointed by Nova Central School District.

700.6(8.7) **Lost-time injury**

A lost-time injury is a personal injury which results in the employee losing time at work beyond the day of the injury.

700.6(8.8) **Suitable work**

Suitable work is defined as:

8.8.1 Work within the employee's functional abilities;

8.8.2 Work for which the employee has, or is reasonably able to acquire, the necessary skills;

8.8.3 Work which does not pose a health or safety risk to the employee or co-employees; and,

8.8.4 Work which restores the employee's pre-injury earnings, if possible.

700.6(9) Review

This policy shall be reviewed **annually**, or in the event of a change in legislation.

700.6(10) School Policy

Schools, school district offices and other work sites shall follow the district policy with respect to workplace injuries and return to work programs.