

STAY AT WORK RETURN TO WORK

QUICK REFERENCE CARD



WHAT IS A SAW/RTW PROGRAM?

A SAW/RTW program provides the **financial**, **social** and **psychological** benefits and stability of remaining in the workforce while injured or unwell.

WHAT DOES THE PROGRAM INCLUDE AND WHO IS ELIGIBLE TO PARTICIPATE?

All employees are eligible for the SAW/RTW program, including:

- Management
- Unionized employees
- Non-unionized employees

OBJECTIVES OF THE SAW/RTW PROGRAM

The overall goal of the SAW/RTW program is to ensure a **safe** and **healthy** workplace for employees with a health related incident.

SAW/RTW PROCEDURES AND PROCESSES

The SAW/RTW process is triggered when a **health related incident** or a **decline** in the **performance level** of an employee raises the question whether the employee can do his/her usual job.

HEALTH RELATED INCIDENT

If the health related **incident** or **decline in performance** level occurred at work then the **supervisor** should:

- Follow company requirements for reporting work-related health-related incidents,
- Complete an incident investigation report,
- Notify appropriate insurer and maintain communication with them, and
- Develop a Prevention Action Plan to prevent a reoccurrence.

EVIDENCE OF A STRONG SAFETY CULTURE

Research has pointed out certain organizational characteristics as **evidence** of a strong **safety culture**.

- Strong leadership commitment and involvement
- Good housekeeping
- A well trained and well skilled workforce
- An extensive health and safety orientation program

SAW/RTW ROLES AND RESPONSIBILITIES

Numerous people may become involved in the SAW/RTW program, depending on the **extent** of the health-related incident and its **effect** on the employee's ability to Stay at Work/Return to Work.

REQUIREMENTS FOR EMPLOYERS UNDER THE WCA

- Transport the injured worker
- Reporting the incident
- Submit an Incident / Injury Report
- Complete a First Aid Record
- Report fatalities

WHAT TYPES OF INCIDENTS NEED TO BE REPORTED?

- The worker loses consciousness
- The worker is transported
- The injury requires medical attention
- The worker is unable to return to work
- The injury or incident resulted in the breakage of an artificial member, eyeglasses, dentures or a hearing aid
- The worker or WorkSafeBC has requested that an employer's report be sent

SICK LEAVE POLICY

A **sick leave policy** should be **included** in the SAW/RTW manual.

INSURANCE AGREEMENTS

A section on the **insurance** agreements in effect and the **stakeholder's responsibilities** should be included in the SAW/RTW program.

PRIVACY LEGISLATION

Compliance to the following legislation is **important** to the success of the SAW/RTW program:

- WorkSafeBC
- Duty to Accommodate
- Human Rights Act
- PIPEDA (Personal Information Protection and Electronic Documents Act)
- Information and Privacy Commissioner for BC
- BC Human Rights Code
- PIPA (Personal Information Protection Act)

COMPONENTS OF THE SAW/RTW MANUAL

1. Introduction/Explanation of document
2. Contents page
3. Glossary
4. Policy statement
5. Scope
6. Objectives
7. Roles and responsibilities
8. Procedures and process
9. Communication/Training/Implementation
10. Evaluation
11. Reference materials
12. Appendix

HOW TO APPROACH EMPLOYEES WHO MAY BENEFIT FROM THE SAW/RTW PROGRAM

It is important that **employees** who may benefit from participating in the SAW/RTW program are approached **as soon as possible** after a health-related incident occurs or a **decline** in performance is noticed. It is the responsibility of the **employee** to notify his/her supervisor or employer of any decline in performance or a need for temporary alternate duties as a result of a health-related incident.

HEALTH-RELATED INCIDENTS WITH EXTERNALLY VISIBLE RESULTS

Certain **health-related incidents** (i.e. a broken arm) may be **externally visible** (i.e. in a cast). In these circumstances the employer or employee's supervisor will most likely be aware of it immediately after the incident occurs.

HEALTH-RELATED INCIDENTS WITH NO EXTERNALLY VISIBLE RESULTS

Not all health-related incidents are **externally visible** (i.e. carpal tunnel syndrome) and so the employee's supervisor or employer may not be aware of it.

SUDDEN DECLINE IN PERFORMANCE

Some health-related incidents can result in a sudden **decline** in an employee's performance. For example, if an employee strains his back he may be unable to lift anything **heavy**, and if he works in a warehouse loading and unloading boxes then there will an obvious **decline** in performance, as he will be unable to perform his regular duties.

GRADUAL DECLINE IN PERFORMANCE

A gradual decline in performance can be a result of a **health-related incident** such as a diagnosis of **breast cancer** or a **common-cold** that turns into **pneumonia**. This type of health-related incident is the hardest for an employee's supervisor or employer to recognize.

TRAINING NEEDS

All **managers, employees, and unions** must receive training when the SAW/RTW program is first implemented, and refresher training each subsequent year.

ORIENTATION FOR NEW EMPLOYEES

All **new employees** should receive the SAW/RTW information package and training during their company orientation.

SAW/RTW Process Flow Chart

