

## Return to Work Program: Program Administrator Checklist

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Follow the steps below when an employee is injured.

- Fill out the First Report of Injury and send to <insurance carrier or other appropriate party>.
- Contact <Medical Provider> and collect the Work-Related Injury/Illness Report with the doctor's signature.
- Review the Work-Related Injury/Illness Report from <Medical Provider> with the injured employee's supervisor and find transitional work within his/her work restrictions using the following priority:
  - Regular Work.** If the medical restrictions do not exceed the injured employee's regular job requirements, the employee can return to his or her usual job. If not, evaluate modified work options.
  - Modified Work.** If the medical restrictions do exceed the injured employee's regular job requirements, determine if changes can be made to the job to accommodate the employee. For example, an employee with a 20 pound lifting restriction will not be able to complete a job requiring him or her to lift a 30 pound box. We will attempt to work around this restriction through the use of controls such as hoists, or by having another employee perform the lifting task in the interim.
  - Alternate Work.** If job changes are not feasible, determine if other jobs are available within the facility that fall within the employee's restrictions. This may include jobs such as quality assurance inspections or non-routine jobs like filing papers or painting.
- Send the injured employee a Written Transitional Job Offer outlining the duties of the transitional position, start date, hours and work tasks, and a job description for the transitional job.
- Receive signed copy of the Written Transitional Job Offer from the employee.
- Send a copy of the signed Written Transitional Job Offer to <insurance carrier or other appropriate party>.
- File a copy of the signed Written Transitional Job Offer in a folder separate from the employee's HR folder.
- After employee returns to work, check in with him/her daily and remind him/her to only work within the prescribed restrictions.
- Log all the employee's transitional work hours in the Transitional Work Log.
- Send Transitional Work Log to <insurance carrier or other appropriate party>.

- ❑ Contact <insurance carrier or other appropriate party> regarding any changes to the employee's work restrictions or if he/she is not adhering to the prescribed restrictions.
- ❑ If restrictions change, update the employees transitional work assignment.
- ❑ Send employee a new Written Transitional Job Offer if transitional work changes.

***NOTE:*** An employee may be disqualified from receiving workers' compensation benefits if he/she refuses to return to work after a physician has cleared him/her for work. If a situation like this arises, contact your insurance claims adjuster for guidance.