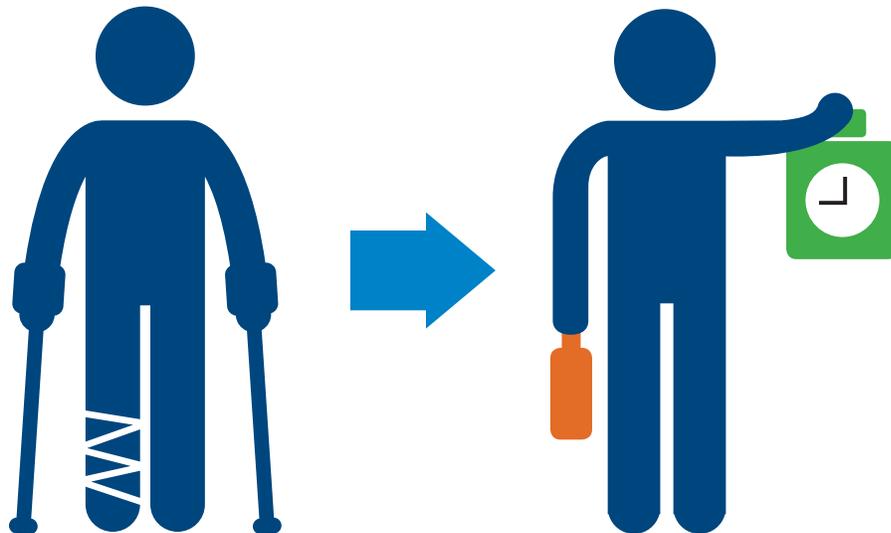


# Return to Work Programs

Getting injured employees back to work sooner and safer



# Why Use a Return to Work Program?

When a worker becomes injured or ill, expenses can add up quickly due to lost time, medical costs and hiring replacement workers. Implementing an early return to work program can help your organization control these costs. Plus, getting employees back to work can help improve your experience modification factor, which can save you money on workers' compensation premiums.



## EMC's Effective Return to Work Strategy

How are you doing?

Encourages Communication



Retains Skilled and Experienced Employees



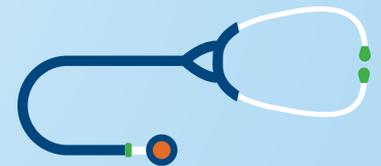
Minimizes Productivity Losses



Reduces the Need To Train New Employees



Creates Chances To Complete Work Usually Left Undone



May Reduce Risk of Reinjury



Return to work programs are designed to bring injured employees back to work safely and as soon as they are able to work in a medically approved capacity. This can save an organization an average of \$463 per day off work (medical and indemnity costs).

### 3 TIMES MORE

Indirect costs of an injured worker can be three times more expensive than direct cost claims. Indirect costs can include:

- Hiring and training new workers
- Production downtime
- Overtime costs

# 4 Steps for Implementing a Return to Work Program



## 1. Create a policy statement.

- The goal is to provide injured workers with temporary work whenever possible.
- Clearly state that injured workers will be expected to return to work as soon as medically possible.
- Share your written policy with all employees.



## 2. Identify a medical provider.

- Consult EMC for a list of local physicians and medical facilities in your area.
- Choose a medical provider near you who understands your industry.
- Determine an effective start date to implement your program.



## 3. Develop procedures.

- Identify and document tasks ahead of time that meet typical medical restrictions.
- Consider seasonal or “rainy day” tasks that need to be done.
- Assign transitional tasks based on the employee’s work restrictions.



## 4. Identify transitional tasks.

- Describe all essential tasks and include accurate physical demand measurements.
- Include employees in the process.
- Share the completed job descriptions with the employees and medical providers.

Workers involved in a return to work program return **38%** sooner compared to workers with nonparticipating employers.<sup>i</sup>



An intervention program, including early reporting, employee-centered case management and removal of return to work barriers, **reduced claim dollars by an average of \$2,329 and the number of compensated days by 19.4.**<sup>ii</sup>

# EMC Can Help

EMC's injury management specialists offer assistance with all areas of return-to-work development, including:

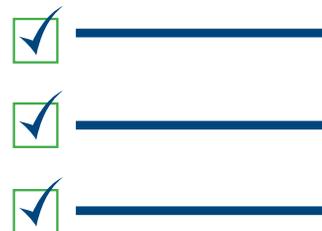


- Creating job descriptions
- Identifying transitional jobs
- Identifying medical providers
- Creating training materials
- Reviewing program for improvements

Nearly 60 percent of job accommodations cost nothing, and the rest typically cost around \$500.<sup>iii</sup>

## Additional Tips for a Successful Program

- Set up your return to work program before it's needed.
- Remind your injured workers that all other human resource and company policies still apply during transitional duty.
- Enlist support from your supervisors.
- Include necessary mental abilities in job descriptions.
- Alter work assignments as necessary during your employee's recovery.
- Make work tasks meaningful, not just busy work.
- Write detailed job descriptions to aid the physician in making better return to work recommendations.



## Improve Your Injury Management Program

Improve Safety Program • Conduct Prework Screenings • Start a Wellness Program

Hello



## Who Do I Contact?

To access online resources, go to [www.emcins.com](http://www.emcins.com) and select **Loss Control**.  
For help identifying transitional work, email [losscontrol.injurymgmt@emcins.com](mailto:losscontrol.injurymgmt@emcins.com).  
For help finding a medical provider, email [claims.spp@emcins.com](mailto:claims.spp@emcins.com).

<sup>i</sup> Each state's laws differ regarding the extent that an employer can direct employees' healthcare and providers. Consult your organization's legal counsel or your state workers' compensation board to determine the level and extent this program can be implemented.

<sup>ii</sup> RAND Institute for Civil Justice, Center for Health and Safety in the Workplace: [http://www.rand.org/content/dam/rand/pubs/working\\_papers/2010/RAND\\_WR745.pdf](http://www.rand.org/content/dam/rand/pubs/working_papers/2010/RAND_WR745.pdf)

<sup>iii</sup> National Institutes of Health, U.S. National Library of Medicine: <http://www.ncbi.nlm.nih.gov/pubmed/22466434>

<sup>iv</sup> [www.askjan.com](http://www.askjan.com)