

Title: Disability Management Policy

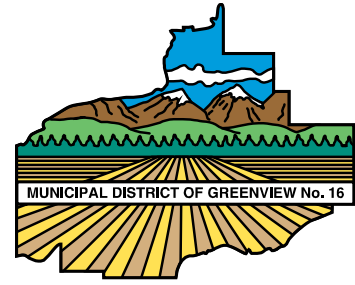
Policy No: 3017

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Purpose: The purpose of this policy is to ensure Greenview workers and contractors are aware of the importance of Greenviews disability management program and that Greenview will make every effort possible to assist the ill and injured workers to return to the workplace.

DEFINITIONS

OH&S means Occupational Health and Safety.

WCB means Workers Compensation Board.

PDA means Physical Demand Analysis.

POLICY

1. Policy Statement:

- 1.1 Greenview recognizes that our workers are Greenviews most valuable resource. In keeping with this belief, Greenview has developed a disability management program and will make every effort possible to assist the ill and injured workers to return to the workplace.
- 1.2 Greenview supports participation in this program by all workers and provides equipment, training and procedures for the disability management program. The workers are expected to follow procedures and participate in the program.
- 1.3 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.**

2. General Requirements:

- 2.1 Workers will be made aware of a modified work program during the Orientation process.
- 2.2 Management, supervisors and workers will work together to effectively manage all injuries and positively facilitate a worker(s) expeditious return to full duties.
- 2.3 All workers are expected to fully cooperate with the requirements of the Disability Management policy when called upon to do so.

- 2.4 In the event that a worker is injured at work and a doctor's care is required, the supervisor or Safety Representative must accompany the worker to a medical practitioner and stay with them until care is given and they are discharged.

3. Worker's Compensation Board (WCB):

- 3.1 Provincial Workers Compensation Board administers an industry funded; no fault insurance fund to be used in the event a worker is injured. For an injury to be considered compensable, the incident must meet two conditions:
 - a) **Must arise out of and directly related to** the industry, or occupation, or incidental (relating to weather conditions, environment, etc.).
 - b) **Occur in the course of employment:** happens at a time and place consistent with the obligations and expectations of employment.
- 3.2 Injury Response and Reporting - Injury response must be immediate and appropriate to the severity of the injury. The employer must also provide transportation to a hospital or other treatment facility. Injuries must be reported to WCB within legislated time frames hours of acquiring knowledge of the injury. These reporting times are as follows:
 - Alberta** within 72 hours of gaining knowledge of the injury.
- 3.3 The following are reportable injuries:
 - a) That causes the worker to be off work beyond the day of the injury.
 - b) Requiring modified work beyond the day of the injury.
 - c) Requiring ongoing medical treatment.
 - d) Resulting in eyeglass damage or requiring dental treatment.
 - e) May result in permanent disability.
 - f) May result in medical layoff at a later date.
- 3.4 Confirm documents and reporting times are adhered to for the appropriate jurisdiction as identified in Section 3.3.

4. Modified Work Programs:

- 4.1 Modified work programs assist in the rehabilitation and early return to work of injured workers. Studies show that injured workers that remain in the workplace have a significantly higher probability to return to full duties sooner than those who are removed from the workplace. There are different methods of designing a modified work program and components may include any one or any combination of the following:
 - a) Modifying existing job.
 - b) Providing alternate duties.
 - c) Providing transitional work.
 - d) Providing a training opportunity.
 - e) Reducing regular work hours.
- 4.2 Modified work programs may include reducing a worker's regular work hours based on approval of the Corporate WCB Claims Manager as well as the following criteria:
 - a) Prolonged recovery of Illness/Injury due to ongoing treatments. ie. Physio Therapy.
 - b) Referral to specialist or for surgical consultation.

c) Pending diagnostic procedures. ie: MRI, X-Rays, Test results.

- 4.3 All Modified work programs must comply with the WCB Temporary modified work program and medical clearance is required before any duties are assigned to an injured worker.
- 4.4 All offers of modified work will be presented to the worker in writing. Before modified work is assigned, the worker must read and accept the offer. The written offer will then be copied for the worker and a copy retained in the worker's safety file.

5. Physical Demands Analysis (PDA):

- 5.1 Before departing to the doctor's office with the Worker, the supervisor will obtain a Medical Worker File which includes a Physical Demands Analysis for the pre-accident work.

6. Workers and Employers Report of Injury (WCB form requirements):

- 6.1 Worker's Report of Injury or Occupational Disease.
 - 6.1.1 The worker is responsible for ensuring that this form is completed if the worker has been injured or sustained occupational disease.
 - 6.1.2 Copies shall be retained by:
 - a) Human Resources Department,
 - b) The Worker,
 - c) A copy must be forwarded to WCB,
 - 6.1.3 Employer's Report of Injury or Occupational Disease;
 - a) The Job Supervisor will complete this form when an injury or illness **REQUIRING MEDICAL ATTENTION** has occurred. The job supervisor shall notify the safety coordinator immediately and assist in completing this form.
 - b) This form must be completed and forwarded to WCB within the legislated time frames (**72 hours**) for Alberta. Prior to submitting reports, check with the safety coordinator to ensure reports meet statutory and WCB corporate requirements. The safety coordinator will retain copies.
NOTE: ENSURE CORRECT FORMS ARE USED.

7. Minor Injury or Illness (Report only):

- 7.1 Without exception, workers are always encouraged to seek early intervention to prevent a minor issue from escalating or becoming more serious, however, some workers may refuse medical treatment or first aid.
- 7.2 Where the worker is making a Report Only form Minor illness or Injury Report Only must be completed and maintained in the workers personnel safety file.
- 7.3 If the condition is deteriorating and their safety is a risk due to diminished capacity, the worker must report back to their Supervisor to advise.
- 7.4 Where it is the determination of the Supervisor and Safety Advisor that the workers injuries or illness are such that requires medical care, the worker may be removed from

a safety sensitive role until such time that the supervisor believes it is safe for them to return.

- 7.5 The Supervisor or Safety Advisor may request that medical clearance is obtained prior to returning to full duties.

8. Consent to Release Medical Information:

- 8.1 Included in the Medical Worker File is a Consent to Release Medical Information that the worker is asked to complete.
- 8.2 Where a claim requires ongoing case management and one or more medical providers have been engaged, the worker is asked to complete the Consent to Release Medical Information.
- 8.3 This allows the Claims manager to gain access to relevant documents and ensure the case is effectively managed.
- 8.4 This form and these records are only used to manage occupational injury cases and will not be used to collect data on other non-related cases.

9. Contractors:

- 9.1 All contractors must have a Disability Management program.
- 9.2 If the contractor does not have a program in place they are expected to comply with the terms of this policy.
- 9.3 Greenview will assist the contractor in the administration of their program where required. This includes assisting in the completion of all legislated documents.
- 9.4 The management of all issues relating to the Workers Compensation Board is the sole responsibility of the contractor.

10. Non Occupational Injuries:

- 10.1 Where a worker has been injured or become ill as a result of a non-occupational condition, the worker must contact the Human Resources Department.
- 10.2 Prior to being given approval to return to work, a Clearance to Return to Full Duties Following a Non-Occupational Illness/Injury is required and must be accompanied by a Physical Demands Analysis to advise the doctor of the physical requirements of the worker's position.
- 10.3 Any fees associated with the completion of the Doctors Clearance Letter will be the responsibility of the worker and may be reimbursable through a personal benefit plan.