



Disability Management Program – Early Intervention, Accommodation and Return to Work

Date: 2009 07 01 / 2015 05 26 / 2024 03 26

Administrative Procedures

1. Responsibilities

Principal/Supervisor

- 1.1 Monitor individual employee absences daily and communicate with employees to determine reasons for absence.
- 1.2 Communicate regularly with an injured or ill employee to monitor recovery and provide ongoing support for the employee's health and well-being.
- 1.3 Ensure employee confidentiality in relation to absences and medical information.
- 1.4 Forward all medical documentation (if received) directly to Disability Management in a secure and confidential manner.
- 1.5 Attempt to accommodate an injured or ill employee in appropriate employment within the employee's obvious functional abilities for the short term where accommodations may be needed for fewer than five (5) working days.
- 1.6 Where further medical restrictions are reported and/or medical restrictions apply for more than five (5) work days, assist Disability Management in determining suitable and sustainable work for the injured or ill employee.
- 1.7 Assist Disability Management in the preparation of a Modified Work Plan or Return to Work Plan where accommodation is required beyond five (5) work days.
- 1.8 Modify the work or workplace and assign work as outlined in the Modified Work Plan or Return to Work Plan.
- 1.9 Closely monitor the progress of the employee through the Modified Work Plan or Return to Work Plan and immediately report any problems or concerns to Disability Management.



- 1.10 On the date of any work-related accident, ensure injured employee receives immediate first aid and/or medical attention and the appropriate mode of transportation if medical treatment is required.

Disability Management

- 1.11 Develop and implement Modified Work or Return to Work plans in collaboration with workplace parties for the injured or ill employees within medically identified restrictions and capabilities.
- 1.12 Assess the employee's work capabilities in conjunction with medically supported restrictions and/ or limitations provided by the appropriate treating medical practitioner(s) through Board or WSIB functional abilities forms.
- 1.13 Inform the employee's Principal/Supervisor of the work restrictions and capabilities and initiate the development of a Modified Work Plan or Return to Work Plan.
- 1.14 Communicate regularly with injured or ill employee to monitor recovery, to offer suitable modified hours and work where appropriate, obtain medical status updates and information on functional abilities for modified duties and/or return to work planning.
- 1.15 Communicate with the treating medical practitioner(s) on the level of disability if necessary.
- 1.16 Co-ordinate modification of the work or workplace as needed, in conjunction with medically supported restrictions/limitations.
- 1.17 Monitor injured or ill employee's rehabilitation and progress throughout the Modified Work Plan or Return to Work Plan. Maintain records of injured or ill employees' progress.
- 1.18 Communicate with WSIB on a regular basis for work related illness or injury.
- 1.19 Communicate with the Long-Term Disability carrier as necessary.

Employee

- 1.20 Immediately report all illnesses, incidents and accidents to Principal/Supervisor
- 1.21 Report incidents of workplace injury/illness using the SCCDSB Online Incident Reporting form.
- 1.22 When asked by the Employer, provide Functional Abilities Form(s) completed by their treating Medical Practitioner to assist with the employee's timely and safe return to work. The employee is responsible for returning the completed Functional Abilities Form and/or medical documentation to Disability Management within twenty-four (24) hours of receipt.



- 1.23 Participate in medical rehabilitation and/or treatment for recovery and to facilitate a timely return to work.
- 1.24 Maintain regular contact with Disability Management to provide updates on medical status, changes in medical condition, and review progress through the Modified Work Plan, Return to Work Plan.
- 1.25 Participate and cooperate in the development of an appropriate Modified Work Plan or Return to Work Plan
- 1.26 Participate and cooperate in the established Modified Work Plan or Return to Work Plan and adhere to the plan to completion.
- 1.27 Inform the Principal/Supervisor of any problems requiring adjustment.

2. Expectations

Reporting and Early Intervention

- 2.1 Employees are required to advise their Principal/Supervisor immediately of an illness or accident that prevents them from working in order to report their absence and to discuss return to work.
- 2.2 Principal/Supervisor will accommodate an injured employee in appropriate employment within the employee's obvious functional abilities and/or using WSIB Standard Medical Precautions (Appendix A) whether work related or non-occupational for the short term (fewer than five (5) work days).
- 2.3 When an employee is going to be absent for five (5) consecutive days or greater, the employee may enter the Disability Management Program whereby medical documentation may be requested to facilitate early intervention, accommodation and return to work.
- 2.4 For absences five (5) consecutive days or greater the Safety and Disability Administrator may require the employee to provide an acceptable medical note or Functional Abilities Form completed by the appropriate treating medical practitioner(s) that includes the following information:
 - Date of medical assessment.
 - Nature of the illness or injury without diagnosis.
 - Medically supported restrictions and capabilities.
 - Confirmation that the employee is participating in the appropriate treatment.
 - Prognosis for recovery.
 - Any other information required to safely return the employee to work in a timely manner.
 - Treating medical practitioner's name, address, phone number and fax number.
 - Treating medical practitioner's signature.



- 2.5 Unless otherwise arranged, requested medical documentation must be submitted by the employee or appropriate treating medical practitioner(s) to Disability Management within a reasonable amount of time from the date of the request.

Workplace Illness/Injury

- 2.6 Employee must immediately report workplace illness, incident or accident to their Principal/Supervisor.
- 2.7 Employee must complete the SCCDSB Online Incident Reporting form.
- 2.8 Disability Management completes the Employer's Report of Accident (Form 7) for work related injuries and submits a copy to the WSIB within three (3) calendar days of being reported to the Board.
- 2.9 Disability Management provides documentation to the employee which may contain some or all of the following as appropriate:
- Copy of Form 7 sent to WSIB for work related illness injury.
 - Letter to the employee confirming any offer of suitable work based on medical precautions.
 - Letter to Health Care Provider advising of the availability of modified hours and duties, a Functional Abilities Form for completion.
 - Roles and Responsibilities of all parties.

Accommodation and Return to Work

- 2.10 An employee who becomes ill or is injured and it appears that an absence from work will result or may require accommodation is responsible for providing medical documentation including restrictions and capabilities identified by the appropriate treating medical practitioner or specialist for assessment to Disability Management.
- 2.11 Identification of candidates for the Disability Management Program shall be made initially by the Safety and Disability Coordinator based on information received from the appropriate treating medical practitioner(s) and, when appropriate, representatives of the Workplace Safety and Insurance Board and Long-Term Disability (LTD) provider.
- 2.12 A Modified Work Plan or Return to Work Plan, in general, may include, but is not restricted to, some or all of the following:
- Reduced work hours/graduated return to work
 - Modification of duties
 - Workplace modifications
 - Removal of physical barriers
- 2.13 If it is determined that the employee cannot perform the essential duties of their current position, with accommodation, reassignment to another available position may



be considered if the employee has the necessary skills and abilities to perform the essential duties of that position.

- 2.14 Disability Management in collaboration with workplace parties and the employee will develop a Modified Work Plan or Return to Work Plan based on medically identified limitations or restrictions. A copy of the plan will be distributed to all parties, including employee's supervisor and union representative as well as the WSIB for WSIB claims. The initial meeting may include the employee's supervisor and/or union representative.
- 2.15 A copy of the Modified Work Plan or Return to Work Plan may be given to the appropriate treating medical practitioner with an indication that accommodations and or modified work are available. The plan may also include the information regarding the employee's job description and physical and or cognitive demands analysis.
- 2.16 Modified work is provided within the employee's own school or service area wherever possible. Employees may be assigned to locations other than their home location as a temporary accommodation.
- 2.17 While participating in the Disability Management Program, the employee's status will be monitored by the Safety and Disability Coordinator, in consultation with the appropriate treating medical practitioner(s).
- 2.18 Regular, ongoing reviews of the employee's Modified Work Plan or Return to Work Plan will be conducted with necessary adjustments made to support the employee's return to pre-injury/illness duties. The frequency of these reviews will be established based on medical assessments and standard recovery times.
- 2.19 Regular follow-up meetings may occur during the Modified Work Plan or Return to Work Plan to ensure that the employee's needs are being met and to make necessary adjustments to the modifications or accommodations should there be a change in the employee's restrictions or limitations.
- 2.20 Any necessary changes to the work environment will take place prior to the employee's commencement of a Modified Work Plan or Return to Work Plan.
- 2.21 The employee will continue to participate in their Modified Work Plan or Return to Work Plan until they have reached Maximum Medical Recovery and are working at full capacity within any restrictions or limitations, including those that may be permanent in nature.
- 2.22 Where an employee declines an offer of the suitable and sustainable modified work in a WSIB claim, Disability Management will notify WSIB accordingly and access to paid sick leave will be reviewed.
- 2.23 Where an employee declines an offer of the suitable and sustainable modified work in a non-occupational illness or injury claim access to paid sick leave will be reviewed.



- 2.24 Should the employee not be able to participate in a Return to Work Plan, the employee and Disability Management will maintain regular contact. Ongoing, objective medical documentation will be required to support access to paid sick leave and to determine when participation in a Return to Work Plan will be feasible.
- 2.25 The employee may be required to participate in a Functional Abilities Evaluation and/or Independent Medical Evaluation, conducted by a third party, to determine limitations and/or restrictions and to assist in the development of a Modified Work Plan or Return to Work Plan.
- 2.26 The Board will endeavor to modify both the work and the workplace to accommodate the needs of permanently disabled employees if it does not cause undue hardship to the Board.

An employee who becomes permanently disabled from an illness or injury, such that they are unable to meet the demands of their former position, may be provided with appropriate accommodations or modifications and/or suitable work based on their physical, mental, and vocational capabilities.

The conditions for providing such work may include but are not restricted to:

- The employee provides current medical restrictions and limitations from the appropriate treating medical practitioner(s) and/or by submitting a Functional Abilities Form.
- The Board will consider the retraining of injured employees as circumstances warrant.
- Employees who have a permanent partial disability may be given preference for suitable job postings, subject to mutual agreement by the employer and the relevant union(s).
- Employees are accommodated based on availability of positions, ability to perform the essential duties of the job, and terms and conditions as outlined by the relevant collective agreement, individual contract and/or relevant legislation.

Ongoing Administration

- 2.27 For work related illness or injury, an employee will be classified as having permanent restrictions if so designated by the WSIB or medical assessment satisfactory to the Employer. Otherwise, restrictions are considered temporary, and the objective is to return the employee to regular duties and regular hours of work.
- 2.28 Employees who are placed in the modified work program or who have been provided 'suitable work' will not be eligible for overtime to prevent aggravation of their condition.
- 2.29 Employees performing modified work will be paid the current rate of their pre-injury job, wherever possible, in accordance with the collective agreements.



- 2.30 If an employee with restrictions is placed on a job to work with other employees, the other employees will not be expected to do more than 100% of expected output in order to compensate for any reduced output of the restricted employee.
- 2.31 In the event of a layoff, employees on modified duties may be included in the layoff if suitable work is no longer available.
- 2.32 In order to return to regular duties, an employee must provide an acceptable medical note stating they are fit to return to regular duties, unless the original note specified a specific time period.

3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.



Appendix A

WSIB Standard Medical Precautions

What is a Precaution?

A precaution is a safety measure taken to prevent injury or exacerbation of an existing injury. Activities listed are to be minimized or avoided to ensure precaution is accommodated.

The following precautions are meant to be general. Specific precautions or absolute restrictions (i.e. No bending) should be indicated in a Functional Abilities Form or documented by the Health Professional. Use these specific precautions if provided rather than the WSIB Standard Medical Precautions.

Standard Back Precautions

- repetitive trunk movements
- bending
- lifting limitation
- prolonged standing
- prolonged postures
- low level work
- heavy push/pull, twisting

Standard Neck Precautions

- repetitive neck movement
- above shoulder and overhead activity
- lifting limitations

Standard Shoulder Precautions

- repetitive shoulder movement
- lifting limitation
- above shoulder level activity
- repetitive use of the upper extremity against resistance
- limited range of movement

Standard Upper Extremity Precautions (elbow, wrist, hand)

- repetitive movement of the involved joint against resistance
- rotation (supination/pronation), pulling, pushing, lifting
- repetitive gripping
- maintain work surface at waist height

Standard Lower Extremity Precautions (hip, knee, ankle and foot)

- repetitive movement of the involved joint against resistance
- prolonged weight bearing
- rough ground walking
- low level activity (e.g. stooping, squatting)
- climbing stairs and ladders