

# SAFE RETURN TO WORK



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## 1. PURPOSE

- a. The purpose of this Safe Return to Work Program is to provide guidelines, training, and communication for administering a return to duty and modified work duty program. The goal of the program is to minimize production lost by the company and wages lost by the employee because of temporary incapacity to fulfill job tasks completely. By providing modified duty within the employee's restrictions as directed by medical experts, the employee can work towards full rehabilitation and a return to regular work duties.

## 2. DEFINITIONS

### a. **Restricted Duty:**

- i. Duties assigned to an injured or industrially ill employee which enable the employee to retain his/her status with some limited restrictions and with the company being able to make a reasonable accommodation of full duties.

### b. **Alternate Duty:**

- i. Duties assigned to an injured or industrially ill employee which require the employee to transfer to another job position or department on a temporary basis.

### c. **Work Related:**

- i. Any injury or illness which occurs while performing assigned job duties.

## 3. RESPONSIBILITIES

### a. **Injured Employee**

- i. The injured employee must have all specific job-related restrictions approved by a company designated physician, nurse, or other medically qualified professional. The Treatment Report with all job-related restrictions must be provided to the Safety Director and the immediate Supervisor. If any changes in the restrictions occur, employee must notify supervisor and director. It is the employee's responsibility to follow the restrictions outlined in the plan. Employees must NOT perform any activity which is not in accord with your job-related restrictions, both on and off the job. Employee must have a re-evaluation by the medical professional within 30 days of the last examination to determine modified duty status. NOTE: Failure to adhere to any work-related restrictions may result in disciplinary action.

### b. **Supervisors**

- i. It is the supervisor's responsibility to insure all employees with job-related restrictions are adhering to their restrictions as noted on the modified duty form. Designation of tasks must be assigned to employee in accordance with the

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Treatment Plan. If no jobs are available within your department, contact the Human Resources Department and/or the Safety Director to discuss options. Supervisors should compile and maintain a list of departmental job duties that meet light duty requirements and provide the list to the Human Resource/Safety Department.

## c. Human Resources/ Safety Department

- i. Arrangements for temporary work assigned will be provided for employees on modified duty. Communication of the Return to Duty and Modified Duty program to company designated physicians is the responsibility of the HR/Safety Director.

## d. Company

- i. The company shall make every effort to bring people back to work if this person can not cause any harm to themselves, others, or company property. A non-work related injured employee may continue a modified duty job at the company's discretion. The employee may be placed on or returned to sick leave at the company's discretion. Whether an employee should continue modified duty due to a work-related injury or illness shall be at the discretion of the company. Any person who is unable to report for work due to an injury or industrial illness must check in with the company at least once per week. This person shall contact the Human Resources/Safety Department to verify there has or has not been a change in their status as to coming back to work. The company maintains the right to assign employees on modified duty to any job, that will not exceed their restrictions and they can do.

## 4. PROCEDURE

- a. All teammates who are injured will be monitored by the HR team. Notification of all injuries or illnesses must be reported immediately to the director of HSE/HR. Once a medical treatment plan is obtained by a licensed physician or healthcare professional, the employee must supply the treatment plan to the HR/HSE Director for review. Re-evaluations will be scheduled within 30 days of previous appointment and revisions to the Treatment Plan will be reviewed after each appointment. All incident records and medical records will be kept in a secured location at the corporate office or in password protected files. Sharing of the documents will only be permitted on a strict need to know basis with other personnel.

## 5. IDENTIFICATION OF MODIFIED DUTIES

- a. In cases where an employee's restrictions preclude performing his pre- injury job (or aspect of the job), every reasonable effort will be made to identify or create a productive job assignment which will accommodate temporary restrictions as identified by the treating physician.

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- b. Accommodation may also include arrangements for less than an eight- hour work day. Every effort will be made to place the employee in the most productive assignment available; direct labor categories will be preferred over indirect. The modified duty job assignment will be made by the Human Resources Director after consultation with production management. The modified duty job assignments will be recorded on the Restricted Job Description form, to be completed by Human Resources prior to or coincidental with the employee's return to work. The Description will be acknowledged by the employee, supervisor, and the Human Resources Director. Each will be provided a copy of the completed document. The Description may be revised or reissued based on change in the employee's restrictions. The Human Resources Director will notify all parties when the employee has been fully released for unrestricted duty.

## **6. TRAINING AND DOCUMENTATION**

- a. Training regarding this Program will be conducted as part of all new team member orientations. Additionally, this program will be reviewed as part of **H2 Enterprises, LLC's** daily tailgate safety meetings. All documented training shall be kept in the team member's file along with a copy sent to **H2 Enterprises, LLC's** Safety Manager.