



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: EARLY AND SAFE RETURN-TO-WORK

Policy No.	HR-407	Division	Human Resources
Related Procedure	HR-407-PR	Board Policy Ref.	n/a
Related Policy	HR-405	Effective Date:	November 15, 2005

1. PURPOSE AND SCOPE

College of the North Atlantic's Early and Safe Return-To-Work (ESTRW) program ensures fair and consistent practices for accommodating employees who have been injured or sustained a permanent disability or who develop an occupational illness on the job. It also ensures that employees return to work in a safe and timely manner.

The College strongly supports the provision of safe, gainful and meaningful employment for employees who have been prematurely or temporarily ill/injured/disabled while on the job.

2. POLICY

It is the policy of the College that employees should return to their pre-illness/injury/disability position and/or receive accommodation unless this would result in undue hardship on the employees or the College. Where employees are unable to return to their pre-illness/injury/disability position, the College, where possible, will provide suitable modified or alternate employment that will be meaningful to both the ill/injured/disabled employee of the College.

ESTRW plans will be based on the individual needs of each employee and will incorporate all available and relevant information. Any and all options identified will be assessed in accordance with the Workplace Health, Safety and Compensation Commission's Policy RE-18 (Hierarchy of Return-To-Work and Accommodation) and section 89 of the Workplace Health, Safety and Compensation Act.

3. PROCEDURE

The Executive Director of Human Resources shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	November 15, 2005
Next Review	November 2011