



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: EARLY AND SAFE RETURN-TO-WORK

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

PROCEDURE

1.0 In accordance with the Early and Safe Return to Work (ESRTW) program the College will:

- Establish an Early and Safe Return-To-Work Advisory Committee that consists of equal representation of employees and management;
- Work in a co-operative spirit with ill/injured/disabled employees;
- Ensure confidentiality is maintained on behalf of the ill/injured/disabled employee;
- Ensure all employees understand and value the importance of returning an ill/injured/disabled employee to work and provide assistance where necessary;
- Ensure all ill/injured/disabled employees are treated fairly and consistently and actively participate and cooperate in the ESRTW plan;
- Ensure that the modified job placements are meaningful;
- Conduct follow-up reviews to ensure that ill/injured/disabled employees can remain at work in the modified or alternate position or to determine if the employees are able to return to their pre-illness/injury/disability position.

- 2.0** A representative from the ERSTW committee will contact the ill/injured/disabled employee as soon as possible after the occupational injury/illness occurs in order to develop a return to work plan.

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