



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: EARLY AND SAFE RETURN-TO-WORK

<b>Procedure No.</b>	HR-407-PR	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policies</b>	HR-407 & HR-405	<b>Effective Date:</b>	November 4, 2016 (R1)

### 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 employees who are ill, injured, or disabled;
- Ensure confidentiality is maintained on behalf of the employee who is ill, injured, or disabled;
- Ensure all employees understand and value the importance of returning an ill/injured/disabled employee to work and provide assistance where necessary;
- Ensure all employees who are ill, injured, or disabled 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 employees who are ill, injured, or disabled 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 employee who is ill, injured, or disabled 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
Revision 1	November 4, 2016