




## POLICY / PROCEDURE

<b>SECTION:</b>	<b>Health &amp; Safety</b>	<b>NUMBER:</b>	<b>OHS 42</b>
<b>APPROVED:</b>	<b>Chief Executive Officer</b>	<b>ORIGINAL:</b>	<b>October 2010</b>
		<b>REVIEWED/REVISED:</b>	<b>December 2014</b>

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## RETURNING TO WORK

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Nipigon District Memorial Hospital supports the return to work process which provides accommodations for employees recovering from an injury or illness, or are absent from work due to a disability, to return to work. The potential to reduce the human and economic impact of workplace injuries and illness can be achieved by all parties working toward a shared goal of returning to work and full productivity.

This return to work process acts in accordance with the Ontario Human Rights Code, the Workplace Safety and Insurance Act and the Employment Standards of the Accessibility for Ontarians with Disabilities Act.

### DEFINITIONS

- Disability -
- Any degree of physical infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physician co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
  - A condition of mental impairment or a developmental disability,
  - A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
  - A mental disorder, or
  - An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997. (Ontario Human Rights Code 10(1), 1990).
- Work Adjustment - The adjustment of work assignment, activities or specifications in order to accommodate restrictions/limitations for employees due to an injury, illness or disability. The ultimate duration of the work accommodation will depend on the nature of the individual circumstances of the employee and will be subject to ongoing monitoring.
- Work Accommodation Plan - A document that outlines the details of the work accommodation including the specific duties to be performed for employees who have been absent from work due to an injury, illness or disability.

Suitable Work - Work that:

- is safe
- is within the worker's functional capabilities
- the worker has the skills to do
- meets the workers pre-injury earnings as closely as possible, and
- contributes to the organization's overall operational efficiency.

Transitional Work - Allows an employee with restrictions to work in a temporary alternative, and/or reduced hours capacity, for a defined period of time, while recuperating from an illness or injury. This may include working fewer hours, taking more frequent rest breaks, obtaining assistance from co-worker(s) for more difficult tasks, job/responsibility sharing, physical changes to the work environment, assistive devices, assignment to another job, special project work and restructuring of job tasks. Transitional work will normally not exceed eight weeks.

## WORK ACCOMMODATION PLAN

A work accommodation plan is individualized to the employee. It is temporary in nature and provides suitable and transitional work to facilitate an early and safe return to the employee's duties and hours of work prior to the illness, injury or disability event.

## RESPONSIBILITIES

The employer, employees and the union have shared responsibilities in ensuring that the return to work process is followed.

- It is the responsibility of each employee to cooperate in the return to work process
- It is the responsibility of all employees, to treat injured, ill, or disabled workers with dignity and respect.
- It is the responsibility of Nipigon Hospital to implement the return to work process, and educate management and employees about their responsibilities.
- It is the responsibility of the unions to work together with the employee and the employer for effective administration of the return to work process
- Other stakeholders with vested interests in the return to work process (ie WSIB) may also have responsibilities.

## ACCESSIBLE FORMAT

We are removing barriers with human communication support and technology to ensure information and communication is accessible to our patients, residents and employees. Our information and communication shall be delivered in plain language.

When a request is made for information in an alternate format or for human communication support by a patient/resident or an employee, the Hospital will consult with the person making the request in order to ensure that the format or support is achievable for the Hospital and appropriate for the person in a timely manner and at a cost that is no more than the regular cost charged to other persons.

Our alternate formats and supports include:

- reading written information to a person directly, in plain language
- large print

- handwritten notes instead of spoken words
- information written in plain language
- screen reader software

Requests for accessibility accommodation are confidential.

If you require information in an accessible format, communication support, or other accommodation, with please contact the Administration Office at [admin@ndmh.ca](mailto:admin@ndmh.ca) or by phone at (807) 887-3026 ext 223.