



Early and Safe Return to Work Policy

Date Approved: June 2016

Date Revised: June 2016

Date Reviewed: June 2016

Replaces:

Purpose

Cambrian College is committed to providing early intervention and assistance for the early and safe return to work of the affected employee and to foster a culture that provides assistance and support during the recovery process so that the employee will be able to return to a normal, productive work life as soon as possible.

Definitions

Fairness and Equity: ensuring decisions are made in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA), and other relevant legislation, relevant collective agreements and College policies. Any differences of opinions will be discussed in a spirit of co-operation and with the understanding of the obligations all stakeholders have under this policy.

Individualization: ensuring that the Early Safe Return to Work (ESRTW) accommodation responds to the specific physical and cognitive needs of the person, while helping to create a culture and work environment that is supportive to their ongoing recovery.

Inclusion: ensuring that the person returning to work through the ESRTW process is involved in the process and plan design.

Partnership and Consultation: involving the employee, administrators of the college, union representatives and any third parties with required specialized expertise (e.g. extended health plan representative, Workplace Safety and Insurance Board (WSIB) representative, doctors, etc.), when appropriate, in developing an ESRTW plan.

Respect for Confidentiality and Personal Dignity: ensuring that storage of and access to records, as well as written and oral communication related to an ESRTW plan reflect consideration for the privacy and dignity of the person

Application/ Scope

This policy applies to all College employees.

Policy Statements

Cambrian College has a commitment to ensuring fair and equitable treatment for all of its employees. This commitment remains steadfast when an employee has been identified as having an injury or illness. This policy is reflective of our commitment to assist employees with accommodation during their recovery process to the point of their maximum medical recovery. In partnership and consultation, all



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while providing respect for confidentiality and personal dignity, Cambrian College will work towards agreeable individualized return to work solutions.

Cambrian commits to structuring the return to work with a co-operative team approach that will assist in ensuring the employee's progress and safety, as well as the safety of other employees of the College, to ensure disputes are resolved appropriately, to provide a communications and training component, to provide a process for regular reviews of the ESRTW program,

Responsibilities and Accountability

Shared Responsibility and Accountability: Cambrian College encourages inclusion and therefore, all parties involved in developing an ESRTW plan (the employer's representative(s), the returning employee, the union representative, and the third party disability consultant) share the responsibility for identifying options and for implementing these options in good faith.

Related Procedures

Early and Safe Return to Work Procedure

Related Policies / Directives / Regulations

Employee Accommodation Policy

Ontario Human Rights Code

Accessibility for Ontarians with Disabilities Act (AODA)

Workplace Safety and Insurance Act (WSIA)