



## COMPANY HEALTH & SAFETY PROGRAM

Issue: A	<b>Title: Return-to-Work Plan</b>	Section No: 32
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### 1.0 **PURPOSE**

The purpose of this section is to establish an effective modified duty program that would allow an early return-to work of employees suffering from injury or illness that leaves them temporarily disabled from performing their customary jobs.

The primary goal of this plan is to help speed recovery and ward off problems often developed when an injured or ill employee is off work for an extended period of time.

It is the opinion of the PPP management team that implementation of this plan not only reduces costs but greatly benefits this company's most valuable asset, its employees.

### 2.0 **SCOPE**

This section provides guidelines and procedures for bringing employees back to work after suffering an injury or illness that temporarily restricts the worker from performing some or all of their regular job.

### 3.0 **INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
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### 4.0 **PROCEDURE**

When the PPP safety director receives information that an employee has been assessed by a physician as restricted in ability to perform normal job functions due to injury or illness, the following steps shall be taken:

1. If there is any question regarding the diagnosing physician's initial written medical restriction on the patient, the safety director shall request written clarification of restrictions from the physician.
2. Upon receipt of definitive written restrictions, the safety director shall consult with the vice president of operations to determine if within the company at that time there are any duties to be performed that fall within the injured/ill employee's functional capacities.



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3. Upon identifying a suitable alternate duty assignment based on the written restrictions, the VP of operations, or the safety director if so delegated, shall contact the employee and inform him/her of the alternate duty assignment.
4. The PPP Return-To-Work Plan shall be explained to the employee including how he/she will benefit by participating.
  - a. In the case of personal injury or illness unrelated to work, the employee shall be informed of their options to return and assume the alternate duties. (This will not be an open-ended offer. If the employee refuses initially, the offered duties may be assumed by someone else.)
  - b. In worker's compensation cases the employee may be required to return to work and begin alternate duties.
5. The employee's immediate supervisor shall be informed of the employee's restricted duty status and of the company's intent to help speed recovery by improving the employee's morale and avoiding loss of self-esteem.
6. Once the employee is situated in an alternate duty assignment, the diagnosing doctor should make periodic written reassessments as to the employee's restrictions. These reassessments shall not be more than a month apart.
7. As the reassessments indicate increases in the employee's physical abilities, the supervisor shall be informed that the employee should assume more and more duties of his/her original job.
8. When written assessments indicate the employee is able to resume the normal duties of his/her original job, the safety director shall inform the VP of operations, so the employee may be appropriately assigned.

**REVISION HISTORY**

Revision number	Description of change	Written by	Checked by	Effective date
	Program reviewed and Revision History added		GMN	10/20/2014