

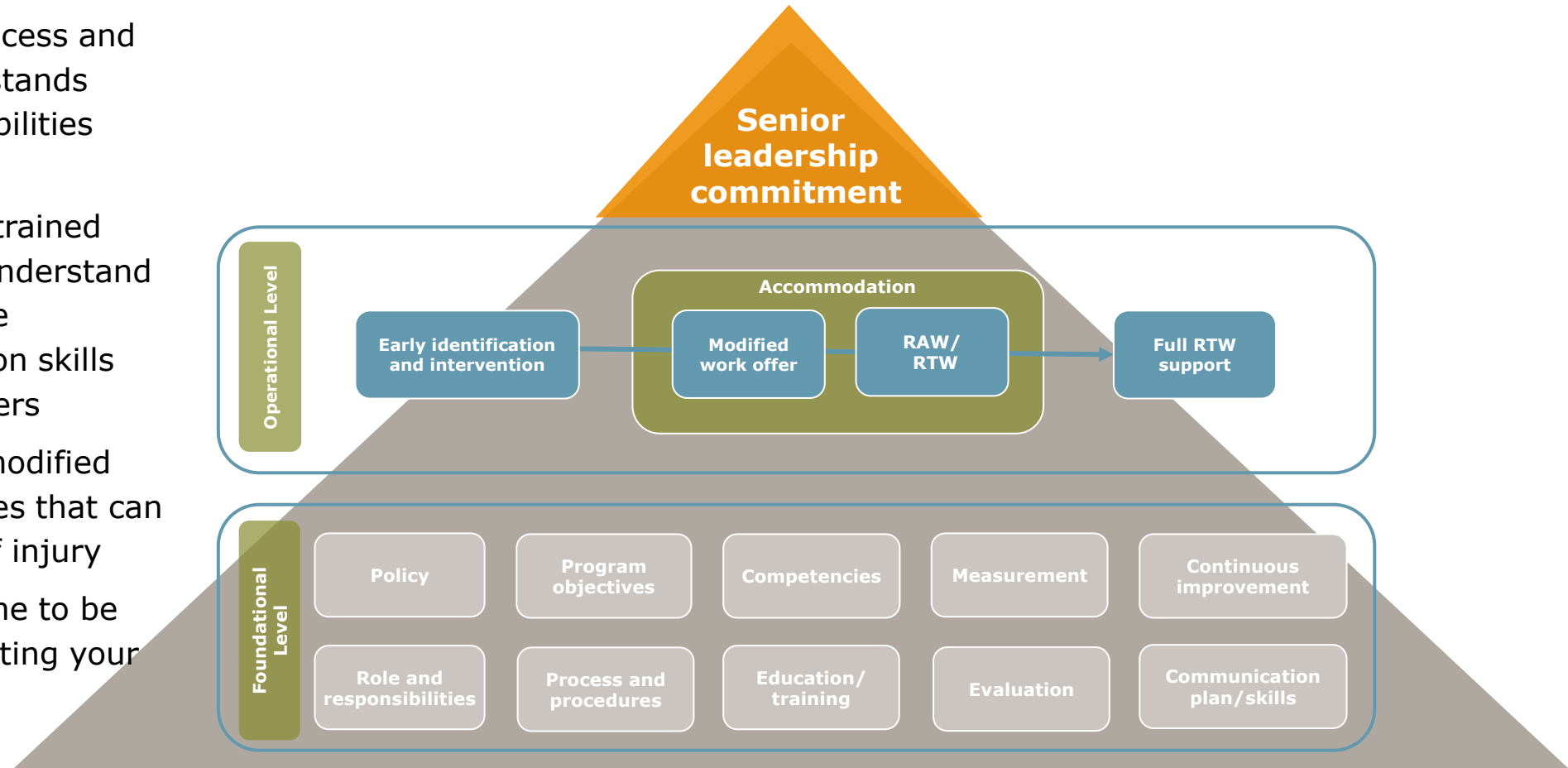
**Provide early, safe, durable  
return to work**

# Return-to-work (RTW) process

**Leading practice** indicates that to prevent disability, the RTW process begins at the time of injury. Many injured workers can recover at work, and others will require a short time away from work to recover. It is imperative that when at or away from work the injured worker feels supported and remains connected to the workplace.

# Return to work: essential program elements

1. Have a defined RTW process and ensure everyone understands their roles and responsibilities in the process
2. Ensure supervisors are trained on your RTW process, understand their roles, and have the necessary communication skills to support injured workers
3. Have readily available modified work opportunities/duties that can be offered on the day of injury
4. Assign and train someone to be responsible for coordinating your RTW program



# Provide early, safe, durable return to work

From the time of the injury, focus on recover at work

1

At the time of injury, get involved and provide support

2

Together with the supervisor, offer appropriate modified duties (on *day of injury*, in writing, with start date)

3

Ask worker to call Teleclaim (on *day of injury*)

4

Encourage physiotherapy assessment

5

Provide modified work offer to worker, physician, physiotherapist and WorkSafeBC ASAP

6

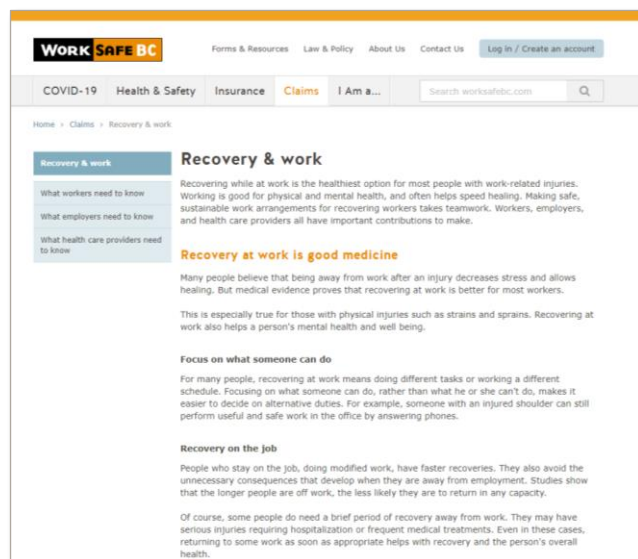
Submit employer claim information to WorkSafeBC using the portal **on the day of injury**

7

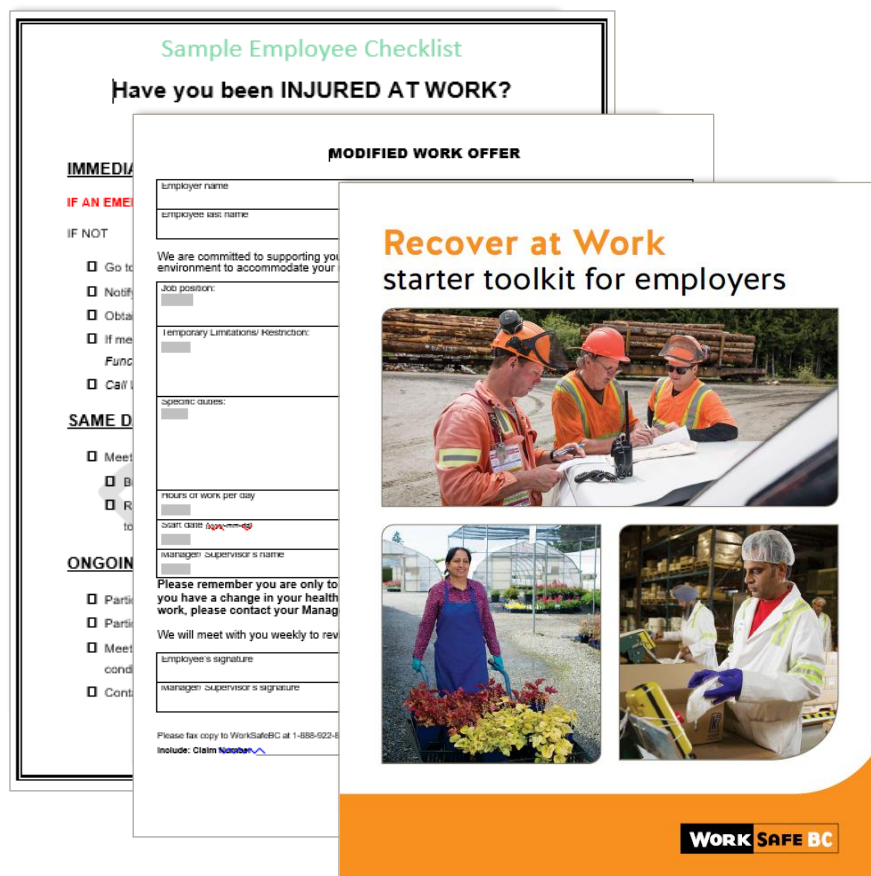
Contact workers *regularly* if they are off work — find opportunities to keep workers connected to the workplace

# Use our online resources

worksafebc.com



Guides and templates



Information sheets



# Employer RTW programs and support

## Helping you build your RTW program

### To help build your RTW program

- RTW education and training
  - RTW for leaders
  - RTW for supervisors
  - RTW coordinator workshop
- Early Access to Physiotherapy Program (EAPP)
- Employer engagements

### Employer RTW programs support line

- Staffed by RTW nurses who will assist and answer questions about building your RTW program
- Phone: 604.279.8155 (Lower Mainland)
- Toll-free: 1.877.633.6233
- Email:  
[EmployerRTWPrograms@worksafebc.com](mailto:EmployerRTWPrograms@worksafebc.com)