



Horwood's Home & Community Support Services Inc.

Return to Work Policy Statement

In accordance with legislative requirements Horwood's Home & Community Support Services Inc. is committed to co-operate in returning an injured worker to safe and suitable employment.

The company will meet its obligation to injured/ill workers by having an authorized representative contact the worker as soon as possible after the injury to jointly work on developing a Return-To-Work plan. The plan will be based on the individual needs of each worker and will incorporate all relevant information. Any options identified for workers injured on the job will be assessed in accordance with the Workplace Health Safety and Compensation Commission's Policy RE-18 Hierarchy of Return to Work and Accommodation and section 89 of the Workplace Health Safety and Compensation Act.

It is the company's policy to make every reasonable effort to provide suitable alternative employment to an employee who is unable to perform his or her normal duties as a consequence of injury or illness. Only work considered to be meaningful and productive shall be considered for use in the RTW program. The company will consider alternate options in accordance with section 89.1 of the Workplace Health Safety and Compensation Act as well as Human Rights legislation.

All workers will be treated fairly and respectfully and are expected to co-operate in the Return-to-Work Program. Workers who are involved in the Return-to-Work Program will be expected to provide feedback in order to improve the program. Only those injured are required to be involved in the Return -to-Work Program evaluation yearly.

All managers are expected to understand the value and the importance of returning injured/ill workers to work and must provide assistance where appropriate by consulting with the Occupational Health & Safety Committee for advice. Any personal information received or collected that can lead to the identification of an injured/ill worker will be held in the strictest of confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

This statement will be reviewed at least annually and may be updated or changed as required.

Revised March 2015

Signed: *Joan Horwood*

Date: *March 14, 2015*