



**UNIVERSITY OF ST. MICHAEL'S COLLEGE  
RETURN TO WORK POLICY  
FOLLOWING ACCIDENT OR INJURY**

It is the policy of the University to have injured workers return to their jobs as quickly as possible following a workplace accident or injury. The University believes that it is important to the worker's well being to return to an as normal as possible routine following an accident or illness. The University further recognizes that in order for this policy to be effective there are responsibilities that must be accepted by both the University and the worker.

The University's responsibilities are to:

- a) Ensure that a WSIB (Workplace Safety and Insurance Board) Functional Abilities Form (appended) is provided to the injured worker and completed by the treating physician.
- b) Contact the injured worker as soon as possible following the accident or injury.
- c) Maintain communication throughout the recovery period.
- d) Re-employ the worker as soon as possible.
- e) Until the worker can resume their job the University will attempt to find suitable employment that:
  1. The worker has necessary skills for;
  2. Is safely within the worker's physical capabilities;
  3. As close to the worker's pre-injury earnings as possible;
- f) The University will cooperate fully with the WSIB and the worker to ensure an early and safe return to work.

The worker's responsibilities are to:

- a) Obtain proper medical treatment and have the WSIB Functional Abilities Form completed by the physician
- b) Contact the University as soon as possible following the accident or injury and keep the University informed weekly of the recovery process
- c) Assist the University in identifying suitable work, which may include an assessment by the University's physician.
- d) To provide the WSIB with any information that they may require.
- e) Cooperate with the University and the WSIB to attain an early as safe return to work.
- f) Report any material change in your status to the WSIB and the University.

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Tracy Greig  
Chief Operations Officer

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Date