

RETURN-TO-WORK GUIDE FOR EMPLOYERS



When a worker suffers an injury or illness, help them return to work as soon as functionally possible by following the steps overleaf.

Find our step-by-step Return-to-Work Guide for Employers online at wcb.yk.ca/rtw.

If you have questions, call us at 867-667-5645 or toll free 800-661-0443.



Workers' Safety and
Compensation Board

SUMMARY OF THE SIX STEPS WHEN A WORKER IS HURT ON THE JOB

STEP 1

First aid/medical treatment

- Provide first aid/medical aid. Call 911 for serious injury;
- If needed, provide transportation to the nearest medical centre; and
- Request that your worker provide a copy of the [Functional Abilities Form](#) they received from the health care provider at their appointment.

STEP 2

Report the injury

- Complete the [Employer's Report of Injury/Illness form](#) within three days of becoming aware of an injury; and
- Remind the worker to complete their [Worker's Report of Injury/Illness form](#).

STEP 3

Communicate and collaborate

- Contact the worker as soon as possible after the injury to discuss “stay at work” or “early and safe return to work;”
- Maintain regular, frequent contact with the worker throughout their recovery;
- Contact the Workers' Safety and Compensation Board (WSCB) regularly to share updates on the suitable work options and return-to-work (RTW) progress; and
- If there is a job demands analysis or job description, please provide a copy to WSCB.

Identify suitable work

- Discuss the functional abilities with the worker and identify suitable modified work;
- Consider the job demands, the worker's functional abilities and identify barriers; and
- Be creative.

STEP 4

Create your worker's RTW plan

- Meet with your injured worker to develop a RTW plan;
- Identify a key contact person at work to monitor and adjust suitable or alternate work;
- Create an informal or formal RTW plan, as needed; and
- Inform WSCB of the RTW plan.

STEP 5

Implement and monitor

- Return the worker back to work according to the RTW plan;
- Check in with the worker regularly;
- Provide updates to WSCB as needed or requested;
- Communicate any progress, problems or concerns with WSCB; and
- Monitor until completion of RTW plan and advise WSCB when completed.

STEP 6