



WorkRx[®] Policies

Include Stay at work and return to work language in your company's policies.

Effective return-to-work programs are supported by management policy and expectations. A critical step in building your RTW Program will be to write policies creating the expectation that employees will return to work in a safe and timely manner. It is suggested that the following sample policy statements be considered for inclusion in your company's existing human resource policy and procedure manual. Prior to any inclusion, the policies should be reviewed by the organization's legal counsel.

Prompt Injury Reporting

It is the policy of *(Company Name)* to: Require any employee who is unable to report to work or is injured on the job or who acquires a job related illness to report the incidence immediately and accurately. Timely reports assure the application of the best and appropriate medical, restorative care along with the continuation of benefits.

Employee/Manager Cooperation

It is the policy of *(Company Name)* to: Expect that any employee who is experiencing a significant health problem that affects job performance or absenteeism rate to work cooperatively with management to develop a strategy for maintaining long term employability and acceptable productivity levels.

Prevent Lost Time

It is the policy of *(Company Name)* to: Make every reasonable attempt to prevent lost time claims and unnecessary absence from work. This is critical to maintain a safe and productive environment.

Work Return Statement – The WorkRx

It is the policy of *(Company Name)* to: Promote, facilitate and expect an impaired worker to participate in a well developed, timely and safe return to work plan following an injury or illness resulting in lost time from work.. A preliminary work prescription will be developed for any employee expected to be off work for two weeks or more and a formal work prescription if the time off work is anticipated to exceed 30 days. The Work Prescription will be developed in concert with the employee the employee's attending physician, the employer's disability manager and the appropriate supervisor/manager. Unless otherwise directed by the attending physician the impaired employee will be expected to participate in a specifically designed transitional work program.

Work Site Accommodation

It is the policy of *(Company Name)* to: Make every effort to accommodate an impaired worker at the job site, unless such accommodation poses undue hardship on the company or presents a safety violation or increases the threat to the worker(s).

Safe Work Place

It is the policy of *(Company Name)* to: Promote and provide a safe work place for its employees. Our

organization expects its employees to apply good judgment in their daily work, being a responsible and safe employee preventing work site injuries.

Employee Privacy

It is the policy of *(Company Name)* to: Treat each employee with an injury and illness with respect and dignity in the pursuit of timely medical care and prompt claims processing. Every effort will be made to maintain privacy and confidentiality.

Ongoing Monitoring

It is the policy of *(Company Name)* to: Continuously monitor the status of employees off work due to injury or illness and to assist the employee in referral for rehabilitation intervention if appropriate and in planning for work return.

Investigation of Delayed Filing

It is the policy of *(Company Name)* to: Investigate workers compensation and disability claims that appear to have a suspicious origin, represent significantly inconsistent patterns of injury or illness, exhibit what appears to be an unnecessary lag time between the initial occurrence and the reporting of an incident, or where reasonable progress has not been made in seeking appropriate care and establishing movement toward a work return. Any worker who appears to be submitting a fraudulent claim will be prosecuted under the law.