**Return to Work Procedure**

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|  | Injured/ill employee seeks medical attention.  Obtains a medical certificate and a referral for treatment (if required).  Completes a RISKMAN Report (or liaises with CIT Workplace Support Coordinator).  Submits compensation claim if injury/illness caused by/arises out of work. | | | | |  | Employee returns to work if medically certified fit to do so (with medical certificate clearance). | | |
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|  | Injured/ill employee advises supervisor or CIT Workplace Support Coordinator as soon as possible of injury/illness status, treatment/rehabilitation plan and estimated return to work date | | | | |  | | |  |
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|  | CIT Workplace Support Coordinator facilitates return to work process in conjunction with all stakeholders. | | | | |  | |  | |
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|  | If injury/illness is compensable, CMTEDD Injury Management Team case manages return to work process in consultation with all stakeholders.  If injury/illness is non-compensable, CIT Workplace Support Coordinator facilitates return to work process in consultation with relevant stakeholders. | | | | |  | |  | |
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|  | All stakeholders contribute to injured/ill employee’s return to work plan and suitable duties. All parties endorse return to work plan. | | | | |  | |  | |
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|  | Periodic progress reviews of return to work plan. Incremental increases/adjustments to hours/duties as per changes/improvements in injury/illness status and associated medical certification. | | | | |  | | | |
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|  | Return to work achieved and sustained. | | | | |  | | | |