



COUNTY OF NORTHERN LIGHTS

POLICY

INJURY MANAGEMENT/RETURN TO WORK PROGRAM

CREATED: 2/9/2025

REVISED: 6/30/2026

TOTAL PAGES: 4

POLICY STATEMENT

It is the policy of County of Northern Lights to maintain and support an Injury Management/ Return to Work Program. This program is designed to minimize the disruption and uncertainty that can accompany an on-the-job injury for our employees.

It is our goal to maintain a safe workplace for our employees. When an injury or illness does occur, our Injury Management/Return to Work Program helps make the process of returning to work as smooth and efficient as possible. This process includes the employee, doctor, and supervisor to ensure your health and recovery is always given top priority.

When an on-the-job injury occurs, you can expect prompt medical attention. If the injury results in a prolonged absence from work, you may be a candidate for our Injury Management/Return to Work Program. This program offers a medically approved light-duty transitional assignment in anticipation of a return to full duty, or vocational rehabilitation, if necessary.

The success of this program is the responsibility of everyone from top management to every employee. Only by working together can we provide a safe and secure work environment.

Everyone should be alert for potential incidents and strive to eliminate them. If you are aware of an unsafe act or condition, it must be reported immediately to your supervisor to be addressed. This action may prevent an injury from occurring. If an injury does occur, the injury must be reported immediately to a supervisor.

Thank you for your cooperation and assistance. This policy is to be posted at all work locations.

GENERAL GUIDELINES

- It is the goal and commitment of Management to implement our Return-to-Work Program to return workers to meaningful, productive temporary employment following injury or illness until their health care provider releases them to full duty.
- If a worker is injured on the job Management will make all reasonable efforts to return the person to work in any capacity that is approved by their physician and in accordance with governing worker's compensation legislation.
- Management will track outcomes of the Injury Management/RTW Program and has established a process to address opportunities for improvement of the Injury Management/RTW program.
- Resources will be provided to support the Injury Management/RTW process.
- The return-to-work program provides opportunities for any worker who sustains a compensable injury/illness during the course and scope of employment to safely return to work. If the worker is not capable of returning to full duty, the return-to-work program provides opportunities for the worker to perform a temporary assignment, either modified or alternative duty as defined below.
- Management will maintain written records of incident details of incidents that occurred within the workplace. This will help recall information about the circumstances of the incident at a later time and will demonstrate due diligence. Incident investigation records should be maintained. Records should be kept of communications with the injured employee regarding modified work. Workers Compensation and medical records, where applicable, should also be maintained.
- Medical records should be kept by the employer strictly on a need-to-know basis. The records should be kept in a locked file, and they should only be accessible to persons who require the information to perform their jobs (i.e., supervisor, company nurse/doctor, Human Resources, etc.).



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DEFINITIONS

- **Lost Time** - Time spent away from work beyond the day of injury at the direction of the treating health care provider as a result of a compensable injury sustained in the course and scope of employment. The term does not include time worked in a temporary assignment.
- **Full Duty** - Performance of all duties and tasks of the position for which the worker is employed. Full duty entails performing all essential and non-essential functions of the worker's regular job.
- **Temporary Assignment** - Performance of a temporary job assignment intended to return an injured worker to work at less than his or her full duties when a serious injury or serious medical condition prevents the worker from working full duty. Temporary assignments are limited to six months at the same pay, beyond six months; the program will be reviewed in assistance of management to determine the next best course of action. Temporary assignments are modified duty and alternative duty.
- **Modified Duty** - Modified duty allows the worker to return to employment in his/her regular job and perform all of the essential functions of the position and those nonessential duties and tasks that are within the capabilities of the worker, given the restrictions imposed by the treating health care provider. Modified duty is a temporary arrangement until the injured worker can resume full duty. If during the course of the modified duty assignment or after six (6) months, whichever is sooner, it is determined that the worker has permanent restrictions, the program will be reviewed in assistance of management to determine the next best course of action.
- **Alternative Duty** - Alternative duty allows the worker to temporarily perform the essential functions of a job and other nonessential duties and tasks, within the restrictions prescribed by the treating health care provider, other than the position for which the individual is employed (regular full-time position). Such alternative duty may be physically located in the same employing department or in a hosting department. Alternative duty is a temporary arrangement until the injured worker can resume full activities of his/her regular job or until an alternate duty position is no longer needed.
- **Hosting Department** – This is the department that has a temporary assignment position available but not necessarily the worker's department.
- **Employing Department** - Department that the worker is permanently assigned to for his/her full duty regular job.

PROHIBITED ACTIONS

This return-to-work program shall not be applied to any situation or circumstance in a manner that retaliates or discriminates on the basis of race, color, sex, age, national origin, religion or disability.

AUTHORIZATION FOR LEAVE AND LOST TIME

A worker who must miss work due to an injury or illness must be certified by a health care provider to be off work. It is the worker's responsibility to obtain such documentation from the health care provider and to return it to the supervisor within one working day upon receipt. Employees will be reimbursed for any costs in obtaining written documentation from a health care provider with a valid receipt of payment.

If the health care provider states that the worker cannot perform any temporary assignments/ modified duties, Management may challenge the decision depending on the injury and request independent medical information.



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RETURN TO WORK COORDINATION

The Safety Manager will assist Site Managers/supervisors with return-to-work activities/plans for individuals who have sustained a compensable injury or illness during the course and scope of employment. The Safety Manager must have adequate training and knowledge of the local provincial WCB requirements.

COMMUNICATION

Workers and supervisors are made aware of the program and of its benefits during their initial employee orientation. In addition, all supervisors and workers must understand the processes involved. Management will ensure workers are educated in the usage of the early intervention process, as well as, if time away from work is required, the assistance of the return-to-work program provided in reintegrating an injured worker back into the workplace. Management shall also communicate with medical practitioners our Injury Management/RTW initiatives.

TEMPORARY ASSIGNMENT/MODIFIED WORK PROCEDURES

A worker who is absent due to an injury or illness is required to submit written verification of the injury or illness from a qualified health care provider. Such verification must be submitted to the supervisor within one working day upon receipt of the documentation and in compliance the Workers Compensation Act.

A copy of the worker's regular job description must be supplied to the health care provider.

If the worker is unable to perform the essential functions of his/her regular job, a temporary Modified Work Plan is developed. The Modified Work Plan must be completed in writing and accepted or declined by worker. The accepted or declined plan must be forwarded to the Safety Manager or Human Resources which will forward a copy to the local effective Worker's Compensation administrator.

The worker must obtain the appropriate forms from their supervisor or the Safety Manager/HR to be completed by his/her health care provider at each visit or every rotation, whichever is sooner, for assessment of the worker's ability to perform the functions of the temporary assignment/modified work position offered and accepted.

A worker who chooses not to continue a temporary assignment/modified job must notify the employing/hosting department and/or Safety Manager immediately in writing. A worker who fails to accept a local worker's compensation administrator's approved temporary assignment/modified work job and abandons his/her job may be subject to disciplinary action including termination, but local regulatory requirements must be followed.

EMPLOYEE REPORTING RESPONSIBILITIES

A worker who is a candidate or participant in a modified or alternative duty temporary job assignment under the Return-to-Work program is responsible for reporting to the Workers Compensation agency any employment or income earned while performing modified or alternative duty if required by the Workers Compensation agency.

A worker participating in the Return-to-Work program must provide his/her supervisor with medical documentation accounting for all absences due to the injury/illness within one day of any absence from work, or face disciplinary action, up to and including termination.

NON-RETALIATION

Retaliation against an individual for in good faith filing a request or making a claim under this or related policies, for instituting or causing to be instituted any proceeding under local regulatory guidelines or federal anti-discrimination or anti-retaliation laws, for testifying in an investigation or proceeding, or for otherwise opposing discriminatory or retaliatory actions or practices will not be tolerated. Retaliation by any worker is a violation of this policy. Individuals who believe they are the victim of discrimination or retaliation and those who suspect discrimination or retaliation



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should report the matter to their immediate supervisor, the head of their department or the Human Resources Department.

EMPLOYEE ACKNOWLEDGEMENT

The following shall be incorporated in the new hire training course or otherwise obtained from all workers:

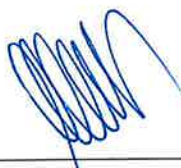
Management believes our workers are the most important asset of the company. We are committed to assisting our injured worker's return to work as soon as medically appropriate and to work with the medical community to help the injured workers regain their livelihood.

The focus of Injury Management/Early Return to Work Program is to meet the needs of both Management and our injured workers by modifying the employee's existing position and/or work schedule.

For this program to be successful the injured worker must report all injuries to their supervisor or the Safety Manager on the same day of the incident. We will provide our injured workers with information about our Injury Management/Early Return to Work Program and other materials that can be presented to the treating medical provider so a temporary transitional duty assignment can be designed as soon as possible.



Chief Elected Official



Chief Administrative Officer