



Dear Employee:

Winnipeg Regional Health Authority (WRHA) offers a return to work program designed to assist injured or ill Employees' return to meaningful work while they recover and rehabilitate. We are pleased to offer this program to you as we believe in sharing responsibility for the health and well-being of all our Employees.

Injury and illness not only affects you in the workplace, but can also have an impact on your family and social life, your finances and future goals. We believe in a strategy of getting involved when injury or illness affects your ability to work and helping you get assistance and professional services as soon as possible to help you recover.

WRHA supports the practice of bringing Employees back to work as soon as they are medically able. We will work with you as a team to identify how best to help you recover from your injury or illness, return you to meaningful employment and design a plan for recovery specific to your medical needs or any medical restrictions you may have. We can be creative in developing a plan that works to keep you in the workplace.

This may include:

- Graduated and progressive return to work schedules when you are unable to work full shifts
- Modification of your job when you may not be able to do all aspects of it
- Finding an alternative position while you recover

Your participation in this program is to your benefit should you have the misfortune of experiencing an injury or illness that prevents you from performing your regular job.

You have received this package as you have reported a workplace injury, or a health condition that impacts your ability to do your job. We have enclosed with this letter a "Return to Work" package containing information you may need or be asked to complete (or have completed by a health care provider). We will not necessarily require the information to be completed and returned to us immediately. Your supervisor and/or Occupational Health Nurse and/or Disability Management Coordinator will let you know if and when we require specific information to be completed and returned. Once you have reviewed this package, please keep it in a safe place in the event that you need it.

This return to work program is an important part of our commitment to the health and safety of all WRHA employees. If you have additional questions, please contact your Supervisor/Manager, Human Resources or Occupational and Environment Safety and Health Department for more information at (204) 837-0183.



## Employee Responsibilities and Procedures

### *Absence from Work – Work Related Injury or Illness*

Employee Work Related Injury or Illness:										
1.	You must immediately notify the Supervisor/Manager as soon as a work related injury or illness has occurred. A <b>Work Related Injury/Near Miss Form</b> must be completed as soon as possible. For WRHA Community Corporate – call (204) 940-8482 to report									
2.	If you feel that the work related injury or illness requires medical attention or prevents you from continued work and/or carrying out your job duties, you should, wherever possible, notify OESH (204) 837-0183, and seek care from a healthcare provider (for example, physician, chiropractor, physiotherapist, athletic therapist) as soon as reasonably possible.									
3.	<p>If the work related injury/illness prevents you from attending work and/or carrying out your job duties <b>or</b> you seek care from a healthcare provider,</p> <ul style="list-style-type: none"> <li>• contact your Supervisor/Manager. You must advise of your expected return to work date if known and may be required to provide your manager with a medical note supporting your absence.</li> <li>• <b>report the injury to Workers Compensation Board (WCB)</b> by calling (204) 954-4100 or 1-800-362-3340 from 8 a.m. – 7 p.m. weekdays or apply online at <a href="http://www.wcb.mb.ca">www.wcb.mb.ca</a>. Ensure you receive your claim number and keep it with you.</li> </ul> <p>If you apply for WCB benefits, it may take several weeks until you receive your first payment. You may be entitled to a payroll advance if available and/or in accordance with your collective agreement where applicable to assist you while waiting for the WCB decision. Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2).</p>									
4.	<p>Contact your union office as they may be of assistance to you:</p> <table style="width: 100%; border: none;"> <tr> <td>MNU ph: (204) 783-4338</td> <td>CUPE ph: (204) 987-2873</td> <td>MAHCP ph: (204) 772-0425</td> </tr> <tr> <td>OEM ph: (204) 786-8658</td> <td>MGEU ph: (204) 986-6438</td> <td>UFCW ph: (204) 943-1869</td> </tr> <tr> <td>MMA ph: (204) 985-5888</td> <td>IUOE ph: n/a</td> <td>PSAC ph: n/a</td> </tr> </table>	MNU ph: (204) 783-4338	CUPE ph: (204) 987-2873	MAHCP ph: (204) 772-0425	OEM ph: (204) 786-8658	MGEU ph: (204) 986-6438	UFCW ph: (204) 943-1869	MMA ph: (204) 985-5888	IUOE ph: n/a	PSAC ph: n/a
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5.	Keep all receipts for treatment, medications and travel and submit to the Workers' Compensation Board of Manitoba as you may be eligible for reimbursement.									
Returning to work immediately with no restrictions										
6.	If the work related injury or illness did not require modifications to your regular duties and you did not miss time from work (other than the day of injury) you will report to work for your next scheduled shift.									
Returning to work immediately with restrictions										
7.	<p>You must speak directly to your Manager and Occupational Health Nurse or Disability Management Coordinator <b>before returning to work</b> in any capacity.</p> <p>If further medical information (in the form of a <b>Modified Duty Form</b> or otherwise) is reasonably required and is requested, you must provide that information to OESH or your manager to coordinate your return to work.</p> <p>A team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your Disability Management Coordinator, Occupational Health Nurse, you, your manager, Union, Human Resources and WCB to assist you in your</p>									

	recovery and to develop a safe return to work plan.
8.	<p>Where medical restrictions are identified that are temporary, or of unknown/unspecified duration, you may be required to schedule a follow up appointment with your Healthcare Provider until cleared to return to regular work duties, or the restrictions are deemed permanent.</p> <p>If reasonably required and requested, OESH shall be provided with updated medical certificates or Modified Duty Forms if there is a change in your medical condition (improvement or worsening) that affects your ability to perform your job duties, or attend work regularly.</p>
<b>Extended absences due to work related injury or illness</b> <i>(If it is not anticipated that you will return to work immediately)</i>	
9.	If you file a WCB or MPI claim, your benefits must be pre-paid in order to ensure their continuation. Certain benefits must be pre-paid. Contact HR Shared Services - (204) 940-8500 (select option 5 then option 2). for information and to <b>make arrangements to pre-pay your benefits</b> where applicable.
10.	Depending on your collective agreement, you may be entitled to a wage supplement or top up. <b>You must request this supplement in order to receive it.</b> Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2). You must provide a copy of your WCB cheque stub.
11.	If it is not anticipated that you will return to work immediately, or you are off for more than 60 days, it is <b>recommended that you apply for Disability and Rehabilitation Benefits</b> or Great West Life (for WRHA Community employees) where applicable, even if you are in receipt of WCB or MPI benefits as, if accepted, they can become a secondary insurer covering your benefits over and above WCB or MPI. Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2).
12.	<p>You must speak directly to your Manager and Occupational Health Nurse or Disability Management Coordinator <b>before returning to work</b> in any capacity.</p> <p>If a <b>Modified Duty Form</b> is reasonably required and is requested, you must provide the <b>Modified Duty Form</b> to OESH to coordinate your return to work.</p> <p>A team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your Disability Management Coordinator, Occupational Health Nurse, you, your manager, Union, Human Resources and WCB to assist you in your recovery and to develop a safe return to work plan.</p>
13.	<p>Where medical restrictions have been identified that are temporary, or of unknown/unspecified duration, you may be required to schedule a follow up appointment with your Healthcare Provider until cleared to return to regular work duties, or the restrictions are deemed permanent.</p> <p>If reasonably required and requested, OESH shall be provided with updated medical certificates or Modified Duty Forms if there is a change in your medical condition (improvement or worsening) that affects your ability to perform your job duties, or attend work regularly.</p>
14.	<p><b>If declared fit</b> to return to regular duties, you must immediately contact OESH or your Manager and may be required to submit a completed <b>Modified Duty Form</b> where reasonably required by OESH to coordinate your return to regular duties.</p> <p>A team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your Disability Management Coordinator, you, your manager,</p>

Union, Human Resources and WCB to assist you in your recovery and to develop a safe return to work plan.
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## **Employee Responsibilities and Procedures**

### ***Absence from Work – Non Work Related Injury or Illness***

<b>Employee non work related injury or illness:</b>	
1.	Wherever possible, the employee must <b>contact their immediate Supervisor</b> prior to the start of a scheduled shift, to advise of the absence from work.
2.	<b>If deemed unfit</b> to return to work by the attending Healthcare Provider (i.e. physician, chiropractor, physiotherapist, athletic therapist), the employee should contact the workplace by telephone. If the absence exceeds three (3) working days, a medical certificate may be required.
3.	If it is indicated that the illness may prevent you from continued work and/or carrying out your job duties, and if you have not already been contacted by OESH, you should, wherever possible, notify OESH at ph: (204) 837-0183
4.	Contact your union office as they may be of assistance to you: MNU ph: (204) 783-4338      CUPE ph: (204) 987-2873      MAHCP ph: (204) 772-0425 OEM ph: (2014) 786-8658      MGEU ph: (204) 986-6438      UFCW ph: (204) 943-1869 MMA ph: (204) 985-5888      IUOE ph: n/a      PSAC ph: n/a
<b>Deemed fit to return to work with no restrictions (<i>no extended absence</i>)</b>	
5.	<b>If declared fit</b> to return to regular duties, the employee will report to work for their next scheduled shift.
<b>Returning to work immediately with restrictions</b>	
6.	You must speak directly to your Manager and Occupational Health Nurse or Disability Management Coordinator <b>before returning to work</b> in any capacity.  If further medical information (in the form of a <b>Modified Duty Form</b> or otherwise) is reasonably required and is requested, you must provide the requested information to OESH or your Manager to coordinate your return to work.  A team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your Disability Management Coordinator, Occupational Health Nurse, you, your manager, Union, Human Resources and insurer where applicable to assist you in your recovery and to develop a safe return to work plan.
7.	Where medical restrictions are identified that are temporary, or of unknown/unspecified duration, you may be required to schedule a follow up appointment with your Healthcare Provider until cleared to return to regular work duties, or the restrictions are deemed permanent.  If reasonably required and requested, OESH shall be provided with updated medical certificates or Modified Duty Forms if there is a change in your medical condition (improvement or worsening) that affects your ability to perform your job duties, or attend work regularly.
<b>Extended absences due to non work related injury or illness (<i>If it is not anticipated that you will return to work immediately</i>)</b>	

8.	If you are not receiving income protection you may be eligible to receive Employment Insurance Benefits for which you have to apply. Please Contact HR Shared Services (204) 940-8500 (select option 5 then option 2) to receive your Record of Employment which is required when applying for EI Benefits.
9.	You must contact HR Shared Services at (204) 940-8500 (select option 5 then option 2) 2 weeks prior to using up your income protection credits, as your benefits must be pre-paid in order to ensure their continuation. Certain benefits must be pre-paid. Contact HR Shared Services at (204) 940-8500 (select option 5 then option 2).for information and to <b>make arrangements to pre-pay your benefits</b> where applicable.
10.	If it is not anticipated that you will return to work immediately, or you will be off work more than 60 days, it is <b>recommended that you apply for Disability and Rehabilitation Benefits</b> or Great West Life (for WRHA Community employees) where applicable as, if accepted, they can become a secondary insurer covering your benefits over and above WCB or MPI. Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2).
11.	<p>You must speak directly to your Manager and Occupational Health Nurse or Disability Management Coordinator <b>before returning to work</b> in any capacity.</p> <p>If further medical information (in the form of a <b>Modified Duty Form</b> or otherwise) is reasonably required and is requested, you must provide that information to your Manager or OESH to coordinate your return to work.</p> <p>A team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your Disability Management Coordinator, Occupational Health Nurse, you, your manager, Union, Human Resources and insurer to assist you in your recovery and to develop a safe return to work plan.</p>
12.	<p>Where medical restrictions are identified that are temporary, or of unknown/unspecified duration, you may be required to schedule a follow up appointment with your Healthcare Provider until cleared to return to regular work duties, or the restrictions are deemed permanent.</p> <p>If reasonably required and requested, OESH shall be provided with updated medical certificates or Modified Duty Forms if there is a change in your medical condition (improvement or worsening) that affects your ability to perform your job duties, or attend work regularly.</p>
13.	<p><b>If declared fit</b> to return to regular duties, you must immediately contact OESH or your Manager and may be required to submit a completed <b>Modified Duty Form</b> where reasonably required by OESH to coordinate your return to regular duties.</p> <p>A team meeting may be held, in a manner consistent with your Collective Agreement (where applicable), which may include your Disability Management Coordinator, you, your manager, Union, Human Resources and Insurance Provider to assist you in your recovery and to develop a safe return to work plan.</p>



**MY CONTACTS – Grace General Hospital**  
**For you to fill out and use when needed**

Manager/Supervisor		
Disability Management Coordinator	(204) 837-0867	
Payroll & Benefits	(204) 940-8500 (option 5 then option 2)	
Human Resource Consultant		
Occupational Health Nurse	(204) 837-0183	
Union Representative		
MPI/WCB Case Manager	Claim #	Phone #
HEB/GWL Case Manager	Claim #	Phone #
Health Care Provider		
Health Care Provider		
Health Care Provider		

Healthcare Employee Benefits	(204) 942-6591 or 1-888-842-4233
Manitoba Public Insurance	(204) 985-7000 or 1-800-665-2410
Claimant Advisor Office at MPI	(204) 954-7413
Worker's Compensation Board	(204) 954-4100 or 1-800-362-3340
Worker Advisor Office at WCB	(204) 945-5787
Great West Life <i>* applies only to Home Care Direct Staff</i>	(204) 946-8100
Employment Insurance El on-line – <a href="http://www.hrsdc.gc.ca">www.hrsdc.gc.ca</a>	1-800-206-7218

<b>Union Contact Numbers</b>	
MNU	(204) 837-0380 or (204) 942-1320
CUPE	(204) 837-0379
MGEU	n/a
OEM	(204) 786-8658
UFCW	(204) 786-5055
MAHCP	n/a
IUOE	n/a
PSAC	n/a
PIPSC	n/a
MMA	(204) 985-5888

Employee Assistance Program  
24 hour WCB Distress Line  
24 hour Crisis Line  
Mobile Crisis Unit

(204) 786-8880 or 1-800-590-5553  
(204) 786-8175 or 1-800-719-3809  
(204) 786-8686  
(204) 940-1781 (24 hours)



Winnipeg Regional Health Authority    Office régional de la santé de Winnipeg  
Caring for Health    À l'écoute de notre santé

Dear Health Care Provider:

To assist employees in a successful rehabilitation from an illness, the Winnipeg Regional Health Authority (WRHA) has a Return-to-Work/Modified Duty program. This means that even if workers are not ready to return to their job at full capacity, they may be able to return to modified work duties and/or hours during their recovery.

With this in mind, **only if your patient requires modifications to their work or hours**, we ask that you complete the enclosed modified duty form. Excluding the initial and final note, the WRHA is able to reimburse \$25.00 for a fully completed modified duty form.

Please fax the form and your invoice to my confidential fax at (204) 943-0237

Thank you and Take Care

*Please note that the cost for completion of medical documentation is the responsibility of the employee in the following circumstances:*

- 1. Initial note to indicate that an employee will be absent from work for medical reasons or unable to perform their regular hours or duties due to medical reasons.*
- 2. Final note to indicate that an employee is granted clearance to return to full duties/hours.*

**TO BE COMPLETED BY HEALTHCARE PROVIDER ONLY** if there has been a change in patient's abilities. WRHA will pay up to **\$25.00** for the **COMPLETED** form. Completed forms can be faxed to **WRHA OESH CONFIDENTIAL FAX LINE 204-943-0237**

<b>Employee Name:</b>	<b>Position:</b>	<b>Site:</b>
<b>Authorization of Employee:</b> <i>I authorize the release of this information to the Winnipeg Regional Health Authority Occupational and Environmental Safety &amp; Health Department.</i>		<b>General Nature of illness/injury:</b> <i>(specific diagnosis should not be included)</i>
_____ <i>Employee Signature</i>		_____ <i>Date</i>

<b>RETURN TO WORK:</b>	<b>Recommended Gradual Hours</b> <i>(if applicable)</i>																		
<b>Start Date:</b> ____/____/____ <small>dd mm yyyy</small>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Graduated</th> <th>Hours / Day</th> <th>Days / Week</th> </tr> </thead> <tbody> <tr><td>week 1</td><td></td><td></td></tr> <tr><td>week 2</td><td></td><td></td></tr> <tr><td>week 3</td><td></td><td></td></tr> <tr><td>week 4</td><td></td><td></td></tr> <tr><td>week 5</td><td></td><td></td></tr> </tbody> </table>	Graduated	Hours / Day	Days / Week	week 1			week 2			week 3			week 4			week 5		
Graduated		Hours / Day	Days / Week																
week 1																			
week 2																			
week 3																			
week 4																			
week 5																			
<input type="checkbox"/> <b>Full Functional Abilities</b> <input type="checkbox"/> <b>Reduced Functional Abilities</b>																			
<b>Estimated Duration:</b> _____																			

## FUNCTIONAL ABILITIES

*(Please be specific and check all that apply)*

KEY	Mobility/Posture	N	O	F	C	Mobility/Posture	N	O	F	C
<b>*FREQUENCY</b> <b>N – Never</b> <b>O – Occasional</b> <small>(up to 33% of the day)</small> <b>F – Frequent</b> <small>(between 34-66% of the day)</small> <b>C – Constant</b> <small>(between 67-100% of the day)</small>	Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neck ROM <i>(specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder/Reaching <input type="checkbox"/> R <input type="checkbox"/> L At Shoulder Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Below Shoulder Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Above Shoulder Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Deep Squat/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low Back Bending/Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stairs/Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Dexterity/Fine Motor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gripping <input type="checkbox"/> R <input type="checkbox"/> L <input type="checkbox"/> Power <input type="checkbox"/> Pinch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strength / Exertion <i>(check all that apply)</i>	0 - 10lbs				10 – 20lbs				20 – 50lbs			
	N	O	F	C	N	O	F	C	N	O	F	C
LIFTING: Floor to Waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING: Waist to Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING: Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSH/PULL FORCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional recommendations regarding functional abilities:**

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Healthcare Provider Information:	
<b>Name:</b>	<b>Clinic Information:</b>
<b>Signature:</b>	<b>Date:</b>