

<b>Section:</b> Accessibility	<b>Subsection:</b> Employment	<b>Policy Number:</b> ACC - 111
<b>Subject:</b> Non – Work Related Disabilities		<b>Effective Date:</b> January 2016
<b>Standard:</b> ADOA	<b>Authority:</b>	<b>Reviewed: June 2021 November 2023</b>
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This document applies to all workers at Belvedere Heights, and to all employer representatives and supervisors involved in the work reintegration process.

## 1.0. POLICY STATEMENT

Belvedere Heights has a commitment to assist workers returning to work following illness or injury. Belvedere Heights will comply with requirements of the Ontario Human Rights Commission Policy and Guidelines on Disability and the Duty to Accommodate. If return to pre-injury work is not possible, then all efforts will focus on return to a suitable occupation with Belvedere Heights.

Belvedere Heights is committed to providing employees with suitable work reintegration in accordance to their skills, restrictions and limitations. Ideally, employees will return to their pre-injury/illness job. This policy outlines the responsibilities and procedure to ensure and promote employees in a safe and timely return to meaningful work.

## 2.0 DEFINITIONS

**FAF** – Functional Abilities Form

**Modified Work** – a modification of equipment, work environment or job structure to accommodate an employee

**RTW** – Return to Work

**Temporary Modified Work Plan** – an assignment designed to prepare a worker for returning to regular duties while accommodating and recognizing restrictions or limitations.

## 3.0 EQUIPMENT

N/A

## 4.0 PROCEDURE

**4.1** The worker must notify the department manager/supervisor of the injury/illness and associated restrictions/limitations, including a timeframe, as soon as possible.

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- 4.2** If there is the option of modified work the department manager/supervisor will review the option with the Occupational Health/Department Manager.
- 4.3** The employer will accommodate the work or workplace for the worker to the extent that it does not cause the employer undue hardship.
- 4.4** Work reintegration:
- 4.4.1** In cases where the injury or illness temporarily prevents the worker from returning to any type of work, the focus will be on the worker's recovery and Occupational Health/Department Manager will maintain contact with the worker.
  - 4.4.2** An Attending Physician Statement, completed by a physician or other qualified healthcare professional will need to be completed and submitted to the Occupational Health/Department Manager. A Functional Abilities Form, completed by the treating health care provider, may be requested by the Occupational Health/Department Manager to assist in defining appropriate modified work and/or modified hours of work.
  - 4.4.3** A Temporary Transitional/Modified Work Plan will be developed using the Attending Physician Statement and/or Functional Abilities Form that maintains the safety, dignity and productivity of the worker.
  - 4.4.4** Union representation may be required/requested at transitional work planning meetings.
- 4.5** The worker will cooperate in the work reintegration process by maintaining communication throughout the period of the worker's recovery and assist the employer in identifying suitable employment that is safe and consistent with the worker's functional abilities.
- 4.6** Regular meetings will be arranged to review the worker's functional abilities and workplace restrictions.
- 4.7** Restrictions will be provided to management and co-workers. However, it is the worker's decision on how much information is shared with co-workers as to reasons for restrictions. Managers and co-workers are expected to support a worker on accommodated work.
- 4.8** Workers who have been off for an extended period of time will be assessed on an individual basis for requirements to review Occupational Health & Safety policies and department procedures.

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## 5.0 RESPONSIBILITIES OF THE WORKPLACE PARTIES:

Integration of effort and co-operation of the workplace parties as well as the treating health professional, union representatives, other authorized representatives is required.

### 5.1 The Employer

- Provide a safe work environment.
- Educate all employees about the RTW program.
- Train all supervisors in effective RTW strategies.
- Support workplace parties in implementing suitable modified work programs or accommodations, as required.

### 5.2 The Manager/Supervisor

- Assist in identifying suitable work for an employee who requires modified work.
- Educating coworkers with respect to their responsibilities and support of modified workers.
- Ensure modified workers are coded correctly.
- Ensuring all recommendations for modified work are adhered to (i.e. scheduling requirements, equipment needs, safe work practices, etc).
- Communicate regularly with employee during their time away from work (if applicable) and monitor their progress during their return to work plan.
- Attending modified work meetings and signing of modified work plan.
- Provide appropriate training, as required.
- Maintain confidentiality.

### 5.3 The Employee

- Know and follow safety policies and procedures.
- Maintaining communication with Manager/Supervisor and Occupational Health throughout recovery period, including participation in modified work meetings.
- Assisting in the identification of suitable modified work.
- Providing all necessary documentation and information to Occupational Health as requested.

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- Ensuring tasks are done safely and duties performed are within restrictions and limitations.
- Report any concerns with the modified work plan to the Manager and Occupational Health as soon as possible so problems can be addressed promptly.
- Accepting reasonable modified work proposals and signing of modified work plan.
- Comply with the recommendations of treating health professionals; attend all medical appointments regularly.
- Attempting to ensure that scheduled appointments have a minimal impact on the workplace.

#### **5.4 Occupational Health**

- Support the development of a suitable modified work plan in partnership with the manager, employee and union.
- Coordinate modified work meetings.
- If additional training is required, coordinate with managers to ensure training is provided to employees once a suitable occupation has been identified.
- Maintain confidentiality.

#### **5.5 The Union**

- Supporting the employee and ensuring the employee understands their responsibilities with regards to the policy.
- Attending modified work meetings and providing input regarding the modified work plan.

#### **5.6 Treating Health Professional**

- Provide appropriate, effective health care that facilitates recovery and expedites return to productive work.
- Complete FAF thoroughly and provide information on the employee's functional abilities as requested by the employer or the worker in a timely manner.

#### **5.8 Coworkers**

- Support and co-operate with the modified worker.

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## 6.0 DETERMINING SUITABLE OCCUPATIONS AND PERMANENT ACCOMMODATIONS

In the event an employee's restrictions and limitations prevent a return to their pre-injury/illness occupation, Belvedere Heights will make every effort to provide employees with a suitable occupation in accordance to their skills, restrictions and limitations to the point of undue hardship.

**6.1** In keeping with Human Rights Legislation, all of the employee's impairments/disabilities will be taken into account for any suitable occupation.

**6.2** A variety of plan activities may be utilized alone or in combination, such as Training on the Job (TOJ) or a work trial.

**6.3** Expenses to be paid will be set out and agreed to before commencement of the plan and may include special accommodation needs, equipment and travel.

## 7.0 INDEPENDENT MEDICAL EXAMINATIONS (IME)

In cases where the workplace parties cannot agree on whether an offered job is suitable, or if the functional abilities are unclear, an Independent Medical Examination may be scheduled.

## 8.0 OUTCOMES

- Employee remains attached to the workplace.
- Employee stays involved in training programs.
- Employee maintains contact with colleagues.
- Morale improves in the workplace.
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## 9.0 REFERENCES

9.1 OHRC Sections 2, 5, 17, 24

9.2 AODA Reg. Section 3, 25, 27, 28, 29