



Return to Work Policy (WSIB)

Intent

Parker Pet Care recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. This policy is designed for workers who have been injured on the job, and aims to safely return workers to employment at the earliest possible date following an injury or illness. This policy is compliant with applicable Ontario WSIB guidelines and human rights legislation.

Definitions

Accommodation: Any modification to the work or the workplace made to meet the needs and functional abilities of a worker in line with applicable human rights legislation.

Guidelines

Guiding Principles

Parker Pet Care is committed to a work reintegration or return-to-work (RTW) program, as appropriate and as early as possible, that maintains the employee's dignity and productivity and supports the employee in the recovery and transition period after their injury or illness.

Parker Pet Care is committed to addressing any barriers to the employee's successful return to work or work reintegration and to providing any needed interventions including retraining for new work if necessary.

Responsibilities

To meet WSIB requirements and facilitate a smooth return to work, employees are expected to:

- Obtain medical assistance or treatment immediately after a work-related injury, follow all medical advice, and work towards full recovery;
- Ensure the injury is reported to Parker Pet Care as soon as possible, and maintain open communication with the company during the rehabilitation process.
- File a claim with WSIB as soon as possible after the accident and no later than six months after the injury or illness occurring, and provide related information to WSIB upon request.
- Consent to the disclosure of their personal health information to the company to facilitate their return to work.
- Work with the company to identify safe and productive work that is within their capabilities;
- Provide WSIB with information on significant changes to their condition or income within 10 days of the change, and any other requested documentation;
- Produce documentation from their healthcare provider to corroborate RTW schedules, and whether or not a RTW plan or accommodation plan could expedite their safe return to work;
- Put forth a reasonable effort to safely return to work as early as possible and cooperate with the company throughout the RTW process; and
- Report all disagreements with the company regarding the RTW process to WSIB.

To ensure employees receive the help and accommodations they need, PARKER PET CARE will:



- Report the workplace injury to WSIB within three days of learning of the injury or illness, provide any information and documentation WSIB requests, and cooperate throughout the process. Copies of documents provided to WSIB are also provided to the employee.
- Contact the injured employee as soon as possible and maintain contact throughout their recovery and the RTW process.
- Maintain and document all contact conducted throughout the employee's absence.
- Work with the employee to identify and provide safe and productive work that is within the employee's capabilities.
- Match the injured employee's pay as closely as possible throughout the RTW process.
- Report all disagreements with the employee regarding the RTW process to WSIB.

Return to Work

Parker Pet Care is committed to return all employees who experience a workplace injury to work as soon as possible. The company will cooperate in safely returning injured employees to the workplace by maintaining contact with all injured employees throughout their recovery. The company will attempt to provide work that is in line with the worker's functional abilities and restores the employee's pre-injury pay as closely as possible.

Injured workers are expected to cooperate with the company to the same end. Maintaining communication with the company through the process is important to ensure the injured employee returns to work, as is assisting the company in finding work that is consistent with their functional abilities, and communicating with the WSIB as needed.

Any breakdown in communication or difficulty in terms of cooperation between Parker Pet Care and an injured employee should be reported to the WSIB. They will mediate the dispute and, if no agreement can be reached, will decide the matter.

Re-employment

Parker Pet Care has an obligation to re-employ any worker who becomes unable to work due to a workplace injury who has continuously worked for the company for one year.

As soon as the injured employee can perform any suitable work for Parker Pet Care, the company will offer that work to them. As soon as the employee is medically cleared to perform the essential duties of their pre-injury job, the company will offer to re-employ the worker in that position or offer work in a position that has comparable pay. When necessary, accommodation and training will be provided to the employee to enable them to perform comparable work. The company will consult with all applicable parties to determine a suitable position, including the WSIB and any medical professional when appropriate, to ensure the employee is medically cleared to perform that work, and, if necessary, accommodate the employee in their return to work to the point of undue hardship.

The company's obligation to re-employ an injured worker remains in place until the earliest of either the second anniversary of the date of the injury, one year after the worker is medically cleared to perform their pre-injury duties, or the date the employee reaches 65 years of age.

Labour Market Re-entry

If it becomes unlikely the employee can be re-employed due to the nature of the injury, or if the company cannot arrange work that is consistent with the employee's functional abilities and restores pre-injury earnings, the company will work with the employee and WSIB in completing a labour market re-entry assessment and plan for the employee.

Workers have a legislated duty to cooperate with this process. In cases where the employee and Parker Pet Care have difficulty establishing common ground regarding the employee's return to work, the WSIB will provide dispute resolution to help and facilitate communication.



Acknowledgement and Agreement

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____