

Initial Establishment of Return to Work Program Checklist

- _____ has developed and implemented a written workplace safety and health policy.
- A return to work coordinator for _____ has been assigned and is aware of responsibilities.
- Management has endorsed a written transitional work policy for _____.
- Workers' Compensation has been notified of _____ transitional work program and has been informed as to who our return to work coordinator is.
- All levels of management within the organization are aware of the transitional work policy and are actively committed to it. Management training has been conducted.
- The written transitional work policy emphasizes the need for injured workers to immediately report all work-related accidents and to seek immediate medical evaluation and appropriate care. Workers also understand that the organization will make every effort to provide an opportunity for transitional work assignments.
- The goals of the program are clearly communicated and defined to the whole company, employees and management alike.
- _____ (after hour and emergency room hospital care) has been designated for the evaluation of all employees' work related injuries and/or illnesses. All employees are aware of who these providers are, as well as, their respective locations. Notices have been placed throughout the workplace.
- The medical providers have been made aware of the _____ return to work program and of _____ willingness to accommodate work restrictions through the modified duty program.
- The physician's introduction letter has been prepared.