



**Title: Recover at Work Policy**

**Version: 2.2**

**Date: October 02, 2018**

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POL-010	Recover at Work Policy	2.2

<b>Document</b>	<b>Rev #</b>	<b>Date</b>	<b>Originator</b>	<b>Details of Change</b>
POL-010	1.0	27-Aug-12	SQT	Original Draft
POL-010	1.1	1-Dec-14	SQT	Change signature to VP's
POL-010	2.1	29-Aug-16	SQT	Changed name to Recover at Work Policy, updated title page, change signature to President, added employer and employee responsibilities, added section on Medication while on RAW program
POL-010	2.2	2-Oct-18	SQT	Updated signature to P. Morris

## **Our Commitment**

Squamish Terminals Ltd. recognizes the importance of workplace safety and is committed to ensuring measures are in place to provide a safe and healthy work environment for all employees. However, if a workplace incident or injury does occur SQT will take the necessary steps to implement the comprehensive Recover at Work program for the injured employee.

## **Scope**

The Recover at Work Program will support and enable employees to:

- Maximize their abilities, and enhance or maintain their overall quality of life.
- Stay at work in spite of a disabling condition, where this is feasible.
- Return to work in a timely and effective manner, without risk to their health or the safety of others.
- Maintain >90% of their prior three months average salary.

The Recover at Work Program ensures that both the employee and SQT play an active role in the process, and are held accountable for making a positive contribution to the outcome. While the focus is on maximizing employee ability and retaining a connection to the workplace, consideration is given to both the needs of the individual and the employer.

The Recover at Work Program combines proactive and preventative initiatives, early illness/injury intervention, medical and rehabilitation management, return to work planning, employer follow up and access to service providers in a coordinated manner to optimize the likelihood of success and make the best use of available resources. All medical or personal information obtained through the Recover at Work Program will be handled in a confidential manner.

## **Employer Responsibilities**

- Transport injured employee to nearest medical treatment location.
- Supply Employee Package with necessary forms and modified work details
- Review all options within the modified duties program and make a written offer where appropriate
- Ensure contact is made with the employee.
- Report the illness/injury to WorkSafeBC.
- Maintain effective communication throughout the employee's recovery or impairment.
- Assist in identifying and providing suitable / available employment.
- Communicate with Medical Service Provider to give details of the available modified work, physical demands analysis and available work schedules.

- Ensure the employee released to modified work is working within the parameters of their prescribed limitations.
- Monitor the employee while on modified work and make adjustments to the duties if necessary
- Ensure the employee's direct report(s) are informed of the employee's Recover at Work schedule and have the tools to support the employee and the employer.
- Ensure the employee receives a return to work orientation, if off for more than 6 months.

### Employee Responsibilities

- Report accident/incident to Foreman
- Report to First Aid for treatment
- Take the Recover at Work Package if medical aid is required or the incident is a Lost Time Accident
- Consult Health Care Provider and provide the Recover at Work Package
- If unable to return to usual work, notify employer
- Report the illness/injury to WorkSafeBC.
- Accept/Refuse the Recover at Work modified work offer

### Employee Medication while on the Recover at Work Program

Squamish Terminals will only allow workers to participate in the Recover at Work Program if their Doctor/Medical Practitioner/WorkSafe Nurse Advisor has taken into consideration any medication they may be taking when approving their ability to undertake the offered modified work.

Approved By:



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Paul Morris  
Terminal Manager