# Recovery and Return to Work Policy

This policy should be customized to outline your organizations commitment to support workers who are recovering from PTSD and help them Return to Work (RTW).

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| Policy Number: | Effective Date: |
|  | Revision Date: |

## Purpose

Write a brief statement that outlines the purpose of the Recovery and Return to Work Policy.

## Legislative Requirements

List any legislative requirements pertaining the policy

## Policy Statement

Write your policy statement. You may want to:

* State organizational commitment to establishing, implementing and maintaining an effective return to work program
* Outline the expectations that your organization has for return to work (mandatory for all employees) and how your organization will support workers, state who the policy applies to and when it applies
* Explain that the organization will make every reasonable effort to help workers return to work and provide suitable work that is meaningful and productive
* Identify the components of WSIB that relate to your organizations recovery and return to work programs
* Identify roles and responsibilities and steps that each person (worker, supervisor, employer, return to work coordinator, etc.) will take to support the workers return to work
* Explain what will happen if an employee is unable to return to their pre-injury position
* Explain how personal information will be received, collected and handled including confidential and private information
* State how the Health and Safety Committee or Representative will participate in the policy development and/or program
* Outline what happens if someone does not follow the policy/procedure
* Commit to evaluation of your Recovery and Return to Work policy and procedures