What is suitable work?

Suitable work must be work that:

- is within the worker's functional abilities;
- is safe and does not put the worker or co-workers at risk, nor hinder recovery;
- is meaningful and promotes recovery (the work should serve a purpose to the organization); and
- where possible, is equal to pre-injury earnings.

How to identify suitable work

To identify suitable work for an injured worker, focus on the worker's abilities and what they can do, as outlined in the *Functional Abilities* form.

Review demands of the job to make sure that they are within the worker's abilities. Don't forget to make sure that the worker has the skills and training to safely perform the work.

For assistance identifying suitable work, contact the WSCC.

Injury and Incident Reporting

Report by email:

Employers and workers can now report workplace injuries by email in both territories. To report by email send your incident details to:

nwtclaimsservices@wscc.nt.ca nuclaimsservices@wscc.nu.ca

24-hour Incident Reporting Line:

1-800-661-0792

HEAD OFFICE Yellowknife Box 8888, 5022 49th Street Centre Square Mall, 5th Floor Yellowknife, NT X1A 2R3 Telephone: 867-920-3888 Toll Free: 1-800-661-0792 Fax: 867-873-4596 Toll Free Fax: 1-866-277-3677 REGIONAL OFFICES

Iqaluit Box 669, Qamutiq Building, 2nd Floor Iqaluit, NU X0A 0H0 Telephone: 867-979-8500 Toll Free: 1-877-404-4407 Fax: 867-979-8501 Toll Free Fax: 1-866-979-8501

Inuvik Box 1188, 151 Mackenzie Road Mack Travel Building, 3rd Floor Inuvik, NT X0E 0T0 Telephone: 867-678-2301 Fax: 867-678-2302

PREVENTION SERVICES

Industrial Safety: 867-669-4418 Mine Safety: 867-669-4412

wscc.nt.ca wscc.nu.ca

Si vous désirez ces renseignements dans une autre langue, veuillez nous contacter. ^C[°][°][°] ヘイLJ&P⁶ በヘና⁵⁶イL_ンσ マイイリ[°] P⁶P⁷⁶ ヘノ⁶, ント⁵⁶ ヘノ⁶.

Piyumagungni una uqauti aallakkut uqauhikkut, unniutivakluta.



safety & care

Return to Work

for Injured Workers



WSCC Workers' Safety & Compensation Commission wscc.nt.ca 1.800.661.0792

wscc.nu.ca 1.877.404.4407

Return to Work (RTW)

Injured workers don't always need to wait for full recovery to return to work. Healthcare providers, worker advocates, labour organizations, and the Workers' Safety and Compensation Commission (WSCC) understand that an early and safe return to work can improve worker recovery.

Benefits of Early RTW

Employer Benefits:

- Reduces the time that workers are away from the worksite;
- Retains experienced, skilled, and knowledgeable workers;
- Demonstrates the value employers place on workers;
- Reduces re-hiring and re-training costs; and
- Promotes a strong Northern safety culture.

Worker Benefits:

- Improves recovery and rehabilitation;
- Maintains financial benefits (pension, El, medical and dental plans, vacation leave);
- Increases worker morale and connection to the workplace; and
- Protects worker employability.



Build a RTW program so everyone in the organization knows what to do if an injury or illness occurs. A RTW program outlines how the employer coordinates Return to Work for injured workers. For assistance with Return to Work contact the WSCC at 1-800-661-0792.



RTW PROCESS

- 1. First aid/medical aid:
 - Worker gets first aid or medical aid;
 - Employer provides transportation to nearest medical centre, if needed; and
 - Healthcare provider completes WSCC *Functional Abilities* form.
- 2. Report injury:
 - Worker reports injury to employer;
 - Employer completes and submits the WSCC *Employer's Report of Injury* form and provides a copy to the worker; and
 - Worker completes and submits the WSCC *Worker's Report of Injury* form.

3. Communicate and collaborate:

- Employer and worker communicate as soon as possible after the injury occurs and throughout recovery; and
- Employer and worker contact WSCC regularly to share updates.

4. Identify suitable work and create a RTW Plan:

- Employer and worker discuss the functional abilities and prognosis with the WSCC to identify suitable work, and together develop a RTW plan; and
- Employer and worker document and sign off on the RTW Plan. Submit the plan to WSCC.

5. Implement and monitor RTW Plan:

- Employer and worker check in with each other to monitor the RTW Plan; and
- Employer and worker provide updates to the WSCC every two weeks. Discuss and address any concerns.

6. RTW completion:

- Worker successfully completes the RTW Plan and returns to their pre-injury job; or
- Worker reaches maximum recovery and requires permanent accommodation.