



# NWO Well Services Ltd.

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## NWOWS OH&S Book: Part 2: RETURN TO WORK PROCEDURES

### INSTRUCTIONS

- The RTW Program applies to all workers of the company.
- The program covers both work and non-work-related (when practical) injuries and illnesses.
- Remember that this program exists to reduce the number of days lost to injury or illness, to lessen the financial and emotional impact of the injury or illness on the worker by intervening for an early and safe RTW, and to reduce the costs related to work and non-work-related injury or illness.

### GENERAL PROCEDURES

- A worker who is injured at work must immediately report the incident to their supervisor
- The supervisor is required to:
  - Obtain immediate medical attention for the worker who is injured or ill
  - Arrange for transportation to get medical care, if needed
  - Contact management
  - Complete an incident investigation report
  - Maintain contact with the worker through the recovery period.
- Management, the supervisor, and the employee are to work together with the WSIB on the RTW plan.
  - NWOWS's primary lead on the RTW plan will be a supervisor appointed by management (but usually the supervisor in charge of the team the RTW activities will take place in). Management has the following forms to help with the RTW plan, supervisors must use all of them appropriately.
    - RTW Contact Log - this should be given to the supervisor, or the supervisor should ask for a copy immediately after loss time occurs. It is the supervisor's responsibility to regularly follow up.
    - RTW Plan Form- once we know an employee is returning to work the supervisor and a manager should go over this form, and plan as much as possible with the employee over the phone.
    - RTW Progress Log - once the employee returns to work this should be given to the supervisor, or the supervisor should ask for a copy immediately when the employee returns. It is the supervisor's responsibility to fill out this log or ask for help in doing so from management.
    - RTW Closure Form -
- The worker is responsible for following medical restrictions on the job
- Following the worker's return to work, the supervisor or the RTW coordinator monitors the worker's progress, to help resolve any difficulties and ensure that restrictions are carefully followed
- The worker must immediately report any difficulties performing assigned work, at which point, the supervisor and worker will work to address the problem.
- If NWOWS procedures or the RTW plan contradicts WSIBs directions at anytime, WSIBs direction is to be followed over ours.