

# Return to Work for Better Business



If you're  
hurt at work,  
we're  
here to help.

**Workplace injuries and illnesses are costly to both workers and employers. Although preventing workplace injuries and illnesses should always be the first priority, a practical Return to Work (RTW) program is one of the most effective ways to reduce both the human and financial costs when they happen.**



# Return to Work Programs Reduce Human and Financial Costs

Today's employers recognize the value of making changes to accommodate a safe and timely RTW for injured workers. They promote a workplace culture that supports a safe and timely RTW by offering modified tasks, schedules and environmental conditions to meet the temporary or permanent needs of injured workers.

Returning to work following a workplace injury is a step by step process for the worker that starts right after they are hurt or become ill. The first step, of course, is to ensure they get the healthcare services they need to recover. The next step is to start planning for their return to work. Returning to work as soon as physically and safely possible can help injured workers recover more quickly.

## Benefits

### Benefits for Employers

- keep experienced workers connected to the workplace
- reduce the cost of training replacements
- minimize workers' compensation costs
- maintain productivity.

### Benefits for Workers

- recover more rapidly from their injuries
- maintain their job stability
- get back on track sooner and with less uncertainty about the future.

# How Should the Employer Participate?

- the employer should manage the RTW process and involve the injured worker and his/her healthcare provider; a union and/or occupational health and safety committee representative may be included in the team, along with the WCB case worker assigned to the claim, when requested
- the RTW team develops a plan to help the injured worker return to work safely, within established timelines
- the RTW plan should be customized to the injured worker, take into consideration his/her capabilities and limitations, and reflect the recommendations of the healthcare provider; this may include modified duties, hours or alternate work
- the employer should keep in touch with the injured worker and support him/her in the return to work plan.

## Re-Employment Obligations

*The Workers Compensation Act* requires employers who have 25 or more full-time or regular part-time workers to re-employ injured workers who were in their employ for at least 12 continuous months prior to their injuries. For more information on re-employment obligations please check online at [wcb.mb.ca](http://wcb.mb.ca) under Resources, or call

204-954-4321 or toll free 1-855-954-4321 for a copy of the pamphlet Re-employment Obligations.

# How Should the Injured Worker Participate?

- the injured worker should take an active part in the RTW plan
- he/she should attend all healthcare appointments, follow the prescribed treatment plan and help the healthcare provider understand the type of work they do
- the injured worker should keep in touch with the employer and the WCB case worker to let them know how their recovery is progressing.

# How Should the Healthcare Provider Participate?

- the healthcare provider should recommend timelines for the injured worker's return to work and capabilities
- timelines should indicate the earliest date for a safe return to modified tasks or hours of work
- the healthcare provider can share information about the injured worker's capabilities with the injured worker's permission.

# WCB Participation

- the WCB case worker will monitor the RTW plan and assist with benefits for the injured worker
- the WCB case worker will become involved to assist in the RTW plan if requested – we're here to help.

# Setting Up a Return to Work Program

For help setting up a RTW program, visit our website for resources. The WCB also offers a free RTW Basics workshop that helps employers create custom RTW programs to suit their business needs. To learn more and register, visit [wcb.mb.ca/training](https://wcb.mb.ca/training). Also, consider the following tips for creating a successful RTW program:

- present the RTW process as part of your company's benefits package and explain that you support helping workers with a timely return to health and work
- identify some RTW transitional work opportunities before they are needed
- consider job modification before injured workers return to their former jobs
- allow recovering workers to ease into the full work routine with graduated hours or work responsibilities
- keep in touch with recovering workers and maintain a positive attitude toward their RTW
- focus on what the workers can do, not what they can't do
- have employees help to identify alternate and productive work
- ask for help from your WCB case worker if you need assistance.

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[wcb.mb.ca/training](http://wcb.mb.ca/training).**



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## **How to Reach Us**

The Workers Compensation Board of Manitoba  
333 Broadway, Winnipeg, MB R3C 4W3

Email us at  
**wcb@wcb.mb.ca**

For more information, visit  
**www.wcb.mb.ca**

or call us at  
**204-954-4321**

or toll free  
**1-855-954-4321**

## **Report fraud and non-compliance**

Call 204-888-8081 or toll free 1-844-888-8081  
Email **Compliance@wcb.mb.ca**

SAFE Work is everyone's responsibility.  
Preventing injuries is good for employers and  
workers. To learn more, go to:

**safemanitoba.com**

or call 204-957-SAFE (7233) in Winnipeg  
or 1-855-957-SAFE (7233) outside Winnipeg

