



Initial Establishment of Return to Work Program Checklist

_____ has developed and implemented a written workplace safety and health policy.

A return to work coordinator for _____ has been assigned and is aware of responsibilities.

Management has endorsed a written transitional work policy for _____.

Workers Compensation has been notified of _____ transitional work program and has been informed as to who our return to work coordinator is.

All levels of management within the organization are aware of the transitional work policy and are actively committed to it. Management training has been conducted.

The written transitional work policy emphasizes the need for injured workers to immediately report all work-related accidents and to seek immediate medical evaluation and appropriate care. Workers also understand that the organization will make every effort to provide an opportunity for transitional work assignments.

The goals of the program are clearly communicated and defined to the whole company, employees and management alike.

_____ (after hour and emergency room hospital care) has been designated for the evaluation of all employees' work related injuries and/or illnesses. All employees are aware of who these providers are, as well as, their respective locations. Notices have been placed throughout the workplace.

The medical providers have been made aware of the _____ return to work program and of _____ willingness to accommodate work restrictions through the modified duty program.

The physician's introduction letter has been prepared.