

Workwell
HELPING YOU WORK SAFE



Return to Work Implementation Plan

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Date: October 6, 2017

Employer Name: County of Essex, Land Ambulance Services

Account Number: 9139443

Firm Number: 660181

Workwell Assessment Meeting Summary:	The initial Workwell Evaluation was completed on August 29, 30 and 31, 2017. The evaluation findings can be referenced in the Workwell Evaluation Report issued October 6, 2017. The firm is encouraged to develop a continuous improvement plan to address health and safety program deficiencies identified in Elements 1-11 of the report. Should you require assistance with your health and safety objectives, please contact your designated Health and Safety Association, Public Services Health and Safety Association, at 1-877-250-7444 or www.pshsa.ca .				
Findings, Observations and General Discussion:	<p>The employer's Early and Safe Return to Work program documentation and procedures (EMS and County of Essex) were reviewed on August 31, 2017 with Ryan Lemay, Acting Chief/Deputy Chief, Chris Grant, Deputy Chief, Justin Lammers, Deputy Chief, Sarah Bezaire, District Chief, Slav Pulcer, Captain, Dawn Arsenault, District Chief, Crystal Sylvestre, Administrative Assistant, Dan Suvajdzin, Worker JHSC Co-Chair/VP CUPE, Greg Schlosser, Director, Human Resources, County of Essex and Audrey Maodus, HR Consultant. The County of Essex's, HR Consultant is the designated Return to Work Coordinator for EMS employees and is responsible for developing all RTW plans and managing the accommodation process.</p> <p>The following Return to Work Implementation Plan contains specific objectives designed to promote disability management and return to work best practices identified in Element 12 of the Workwell Evaluation Report and reduce the frequency and duration of lost time claims.</p>				
Plan Item(s):	Accountability (Who)	Start Date	Interim Date(s)	Target Completion Date	Status
Plan Item #1: Revise the EMS and County of Essex ESRTW programs to include roles and responsibilities for senior management (EMS and County of Essex), co-workers and the union.	Ryan Lemay Greg Schlosser			January 31, 2018	

Plan Item(s)	Accountability (Who)	Start Date	Interim Contact Date(s)	Target Completion Date	Status
Plan Item #2: Revise the EMS and County of Essex ESRTW programs to include dispute resolution processes for occupational and non-occupational disabilities. Refer to Element 12.1(i).				January 31, 2018	
Plan Item #3: Develop written procedures for RTW program evaluation that include: <ol style="list-style-type: none"> 1. Assignment of responsibility and timeframes for program evaluation; 2. The identification and tracking of specific key performance indicators and program closure evaluations; 3. The requirement for budget review. 4. Requirements for a scheduled review of the RTW Program evaluation results (ex. annually) with senior management; 5. The identification of objectives for program improvement; 6. The development of a continuous improvement plan that includes objectives, assignment of responsibilities and target dates for review and completion. <p>Refer to Element 12.1(k) for additional guidance on the development of procedures for RTW Program Evaluation.</p>	Ryan Lemay Greg Schlosser			January 31, 2018	

Plan Item(s)	Accountability (Who)	Start Date	Interim Date(s)	Target Completion Date	Status
Plan Item #4: Develop an Employee Information Sheet for your WSIB Package that summarizes the employee's roles and responsibilities in the RTW program and provides basic instructions to follow (ex. forms to be completed, when they should be returned, to who, how often, etc.); This information sheet should also be communicated to employees who are absent for non-occupational conditions. Recommunication of the employee's responsibilities in the return to work program is designed to reduce the potential for unnecessary lost time.	Ryan Lemay Greg Schlosser			January 31, 2018	
Plan Item #5: Develop the following standardized forms to facilitate the accommodation and program evaluation processes: <ul style="list-style-type: none"> • Supervisor/employee progress report; • RTW Plan Closure Report for Employee • RTW Plan Closure Report for Supervisor Refer to Element 12.1(f).	Ryan Lemay Greg Schlosser			January 31, 2018	
Plan Item #6: Identify and document temporary modified work assignments that can be implemented immediately for employees who work nights and weekends to reduce unnecessary lost time pending RTW meetings with the HR Consultant.				January 31, 2018	

Plan Item(s):	Accountability (Who)	Start Date	Interim Date(s)	Target Completion Date	Status
Plan Item #7: Develop written procedures for the offer of temporary modified work assignments for employees who work nights and weekends. The procedures should include who will make the offers of modified work, when and how the offers and RTW plans will be documented.	Ryan Lemay Greg Schlosser			January 31, 2018	
Plan Item #8: Develop written procedures for regular RTW progress meetings with supervisors and workers. The procedures should define the frequency for progress meetings and how the meetings are to be documented.	Ryan Lemay Greg Schlosser			January 31, 2018	
Plan Item #9: Develop a RTW training program and training plan for all EMS employees, supervisors and managers that includes the roles, responsibilities and procedures employees and supervisors must follow in the accommodation process for both occupational and non-occupational disabilities (ex. provision of WSIB/RTW packages, modified work offers, forms, progress reviews, program evaluation surveys, dispute resolution procedures, etc.). Revise the EMS orientation program to include the new program.	Ryan Lemay Greg Schlosser			March 31, 2018	
Plan Item #10: Implement the training plan and retain records of training for review.	Ryan Lemay Greg Schlosser			June 30, 2018	

Plan Item(s):	Accountability (Who)	Start Date	Interim Date(s)	Target Completion Date	Status
Plan Item #11: Implement the revised RTW program and track key performance indicators.	Ryan Lemay Greg Schlosser	June 30, 2018		November 13, 2018	
Final Review: A final review of the EMS' Health and Safety and RTW programs will tentatively be completed on November 13, 2018.	Ryan Lemay Greg Schlosser			November 13, 2018	