

Supervisor

Recover at work package

For assistance contact:

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Has your employee been injured at work?

Our recover at work and supportive return to work programs are in place to provide timely and consistent support following a workplace injury or illness. As supervisors/managers, we must be committed to supporting our employee's recovery and rehabilitation by providing a suitable and flexible work environment to accommodate their needs.

With appropriate support in the workplace, people recover faster and are less likely to have long term health effects or other common health conditions following a workplace injury. Additionally, as an employer, we have a legal duty to cooperate in a timely and safe return to work for employees who are injured in the workplace.

What to do immediately

- If it's an emergency, activate your emergency response plan and call 911.
- Ensure the ill or injured employee receives first aid.
- If medical attention is required, provide the injured employee with a Recover at Work package to take to their healthcare provider.
- Advise your employee to contact WorkSafeBC at 1.888.967.5377 or www.worksafebc.com to report their illness/injury.
- Request your employee have the healthcare provider letter and Functional Abilities Assessment form (pages 4-5 of employee package) completed by the health care provider and returned to their HR Consultant following the appointment.

Same day or next shift

- Meet with your HR Consultant and the injured employee in person or over the phone to:
 - Review the recommendations of the healthcare provider.
 - Discuss suitable duties if possible.
 - Make a suitable work offer in writing (template attached).
 - Give the employee a copy of the suitable work offer.

MODIFIED WORK OFFER

In keeping with our commitment to provide accommodation opportunities that are individualized and employee focused, we are offering the following duties to promote recovery and rehabilitation.

Employee last name:	First name:	Date:
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Job position:	
Temporary Limitations/ Restriction:	
Specific duties:	
Hours of work per day:	Number of days per week:
Start date:	Finish date:
Manager/ Supervisor's name:	

Please remember that you are only to perform the duties allowed within your current limitations. If you have any questions or concerns with the work you have been assigned, please discuss it with your manager immediately.

We will meet with you weekly to review your progress. The first meeting is scheduled for:	Date:
Employee's signature	Date:
Manager/ Supervisor's signature	Date:



Typical Physical Limitations for Common Injuries

This document provides a list of typical limitations for common physical injuries.

Neck	Shoulder	Elbow/Forearm	Wrist/Hand
<p>Ensure</p> <ul style="list-style-type: none"> The worker can self-pace and/or take micro breaks <p>Limit</p> <ul style="list-style-type: none"> Activities with arms above shoulder level, including reaching down Activities with lifting and carrying to light or medium loads Hanging weights Ladder climbing <p>Avoid</p> <ul style="list-style-type: none"> Lifting and carrying with arms above shoulder level Extremes of looking up, down, or over the shoulder, especially if sustained for more than a few seconds 	<p>Ensure</p> <ul style="list-style-type: none"> The worker can self-pace and/or take micro breaks <p>Limit</p> <ul style="list-style-type: none"> Climbing ladders Activities using arm above shoulder level, including reaching down Activities which require lifting and carrying to light or medium loads <p>Avoid</p> <ul style="list-style-type: none"> Holding the arm outstretched for periods especially while holding weights and applying force Lifting and carrying with arm above shoulder level 	<p>Ensure</p> <ul style="list-style-type: none"> The worker can self-pace and/or take micro breaks <p>Limit</p> <ul style="list-style-type: none"> Repetitive or sustained gripping, especially where high forces are required Repetitive elbow bending The total time spent keyboarding or driving The use of impact tools (including power tools and hammers) <p>Avoid</p> <ul style="list-style-type: none"> Hanging weights Forearm rotations Pressure on the elbow 	<p>Ensure</p> <ul style="list-style-type: none"> The worker can self-pace and/or take micro breaks <p>Limit</p> <ul style="list-style-type: none"> Repetitive gripping, especially where high or sustained forces are needed Lifting and carrying to light or medium loads The total time keyboarding or driving <p>Avoid</p> <ul style="list-style-type: none"> Extreme postures of the wrist, especially with force

Low Back	Knee	Ankle
<p>Ensure</p> <ul style="list-style-type: none"> • The worker can self-pace and/or take micro breaks • The worker can change position between walking, standing, and sitting <p>Limit</p> <ul style="list-style-type: none"> • Walking on uneven ground • Lifting and carrying to light or medium loads, depending on frequency and postures <p>Avoid</p> <ul style="list-style-type: none"> • Jarring • Repetitive bending • Long periods of static standing or sitting • Extreme bending of the back • Twisting of the back 	<p>Ensure</p> <ul style="list-style-type: none"> • The worker can self-pace and/or take micro breaks • The worker can occasionally elevate the knee • The worker can frequently change position between standing, walking, and sitting <p>Limit</p> <ul style="list-style-type: none"> • Walking on uneven ground <p>Avoid</p> <ul style="list-style-type: none"> • Long periods of standing or walking • Deep squatting, kneeling, or crouching • Pivoting of the knee • Participating in activities requiring bracing, balancing, or running • Stair use or ladder climbing 	<p>Ensure</p> <ul style="list-style-type: none"> • The worker can occasionally elevate the ankle • The worker can self-pace and/or take micro breaks <p>Limit</p> <ul style="list-style-type: none"> • The use of stairs <p>Avoid</p> <ul style="list-style-type: none"> • Long periods of standing or walking • Walking on uneven ground • Climbing ladders • Deep squatting and crouching • Activities requiring balancing, bracing, or running

These typical physical limitations are guidelines to help develop an appropriate stay-at-work or return-to-work plan.

Strength categories for handling loads

National Occupational Classification (NOC) is the nationally accepted reference on occupations in Canada and provides a standardized framework for definitions such as pulling, pushing, lifting and/or moving objects during the work performed.

The NOC defines strength used in handling loads (e.g. pulling, pushing, lifting and/or moving objects during the work performed) as follows:

Limited: Work activities involve handling loads up to 5 kg

Light: Work activities involve handling loads of 5 kg but less than 10kg

Medium: Work activities involve handling loads between 10 and 20 kg

Heavy: Work activities involve handling loads more than 20 kg