

VIKING REINFORCING LTD.

SOP-OHS-26 – Return to Work Program

Revision: 1.0

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Approved By: Derek
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Section 1: Purpose

To establish a structured process for the safe and timely return of injured or ill workers to meaningful, productive employment following a workplace injury, occupational illness, or extended medical absence, in compliance with the BC Workers Compensation Act, WorkSafeBC Rehabilitation Services and Claims Manual, and BCCSA COR requirements.

Section 2: Scope

Applies to all Viking Reinforcing Ltd employees (yard fabrication and field placing crews) who sustain a workplace injury, occupational illness, or require extended medical leave.

Section 3: Responsibilities

- **Owner (Derek Sanderson):** Overall program accountability, modified duty approval
- **Supervisors (Dan Ansell, Matt Warawa):** Identify modified duties, monitor worker progress, maintain communication
- **Injured Worker:** Participate in program, attend medical appointments, communicate limitations
- **First Aid Attendant (Dean Beaulac, Neiko Nadin):** Initial injury assessment, documentation

Section 4: Definitions

- **Modified Duties:** Work tasks assigned to an injured worker that accommodate medical restrictions while maintaining employment connection.
- **Gradual Return:** Phased increase in work hours and responsibilities as medical clearance allows.
- **Functional Abilities Assessment:** Medical evaluation documenting the worker's physical and cognitive capabilities post-injury.
- **Pre-injury Duties:** The full scope of work responsibilities the employee performed before the injury or illness.

Section 5: Return to Work Process

1. **Step 1: Injury Reporting and Initial Assessment:** Per SOP-OHS-02

2. **Step 2: Medical Documentation:** Worker provides Functional Abilities Form from treating physician
3. **Step 3: Modified Duty Planning:** Supervisor identifies suitable modified duties based on medical restrictions. Examples for Viking:
 - Yard: inventory counts, material tagging, documentation, light housekeeping
 - Office: safety paperwork, training material review, filing
4. **Step 4: RTW Meeting:** Worker, supervisor, and owner meet to review modified duty plan, set timeline, establish communication schedule
5. **Step 5: Gradual Return:** Phased increase in duties as medical clearance allows
6. **Step 6: Full Return:** Medical clearance for full pre-injury duties, documented sign-off

Section 6: Modified Duty Guidelines

- Maximum 12-week modified duty period (with medical extension if needed)
- Weekly check-ins between worker and supervisor
- Updated medical documentation every 2 weeks
- No modified duties that conflict with medical restrictions

Section 7: Documentation Requirements

- FORM-OHS-20 – Return to Work Plan and Medical Clearance Form
- All medical documents kept in confidential employee file
- RTW progress notes maintained by supervisor

Section 8: Communication

- Worker notified of RTW program during orientation (see Orientation Manual)
- Program posted on safety board
- Supervisors trained on RTW procedures

Section 9: Program Review

- Reviewed annually as part of Management Review (FORM-OHS-15)
- Updated when legislation changes or after any RTW case

Section 10: References

- BC Workers Compensation Act, Part 1, Division 10
- WorkSafeBC Rehabilitation Services & Claims Manual
- ISO 45001:2018 Clause 8.1.2
- BCCSA COR Element 12