

RETURN TO WORK SELF ASSESSMENT

Management Program

- Written RTW policy statement signed by the chief executive, distributed to all staff and available for reference.
- Policy states responsibility and accountability and specific roles for management, supervisors, and employees.
- Employees are trained in the RTW policy as part of the initial orientation.

Accident Investigation and Initial Reporting

- All accidents investigated (accident reporting rules and procedures, established, followed).
- Assigned personnel accountable for timely accident investigation and control of immediate hazards/causes.
- Employees are trained in accident, injury and illness reporting procedures.
- Procedures in place for prompt reporting to Safeco claims.
- Injured workers directed to a preferred medical provider.

Transitional Work

- Written job descriptions for all positions detailing ordinary job tasks and physical demands.
- Potential temporary work assignments identified, meeting physical restrictions identified through past loss history.
- Designated person to review injury specific restrictions and to design temporary modified jobs, temporary modified tasks, work hardening or other transitional work strategies.
- Supervisors and managers trained in providing transitional work in their departments.

Coordination with Safeco Claims and Medical Providers

- A designated preferred medical provider identified.
- Designated person in place to coordinate communications with employee, Safeco, medical care and case management personnel.
- Medical provider aware of the RTW policy and temporary work assignments available.
- Physical capability reports completed by the medical provider to be used as a guide for transitional work.
- Job offer letter sent to employee when released to transitional work.