

# AN INJURY-FREE WORKPLACE

**Our goal is to have an injury-free workplace.** That's why we are committed to creating a safe work environment at all of our facilities and making everyone more aware of safety in what ever we are doing. It also means taking the necessary safety precautions at all times to prevent injuries. After all, an injury affects more than just you. It affects your family, friends, and coworkers.



Being injured can be devastating. But when an injury does occur, we have a program in place to assist you in your recovery, and ultimately, to help you return to full duty safely — it's called the Structured Return-to-Work Program, and is described in this brochure.

# AN INJURY CHECKLIST



Everyone should work safely to protect themselves from injuries, but if you do get injured, here's what you should do:

- 1.** Notify your Supervisor immediately.
- 2.** Call the Early Intervention Nurse at 1(877) 742-3467, toll free.
- 3.** If medical treatment is necessary, the Early Intervention Nurse will arrange and authorize your initial appointment.
- 4.** After the appointment, return the physician's work release/medical evaluation to the district workers' compensation contact and your supervisor. Follow the medical care and rehabilitation program designed by the physician.
- 5.** Actively take part in working with your supervisor and the Return-to-Work Specialist in your return-to-work plan.



## Structured RETURN TO WORK Program

### ***Schools Insurance Authority (SIA)***

A not-for-profit public agency providing insurance and prevention services to public schools.

## Who benefits from an injury?

### No one benefits from an injury!

A serious injury not only means you'll be away from your job, it also means you won't be able to participate in the activities you enjoy every day — spending time with your family, hobbies, and other recreational pursuits.

## What is the School District doing to make our workplace safe?

The school district and your supervisors, in partnership with Schools Insurance Authority, are committed to providing employees with a safe workplace. Although we strive to prevent injuries, we know that they may occur. For those times, we make sure you have access to quality specialized medical care to help you return to work as soon as it is medically appropriate to do so.

## What is the Return-to-Work Program?

We recognize that most injured employees have a desire to return to work as soon as it's medically safe and reasonable to do so. The Structured Return-to-Work Program is designed to assist our employees' recovery from occupational injury/illness. The program has a single goal: To provide the tools to help employees return to work as safely and quickly as possible.

## What's the first step in the Return-to-Work Program?



**Immediate medical response & follow-up.** The Return-to-Work Program goes into action the moment an injury occurs on the job. First, notify your supervisor and contact the Early Intervention Nurse. Seek medical treatment as directed. The physician will provide medical treatment and evaluate your ability to return to work. In an emergency, you will be taken to the nearest emergency room. After your initial medical examination, the district and your supervisor will evaluate your ability to perform work activities that are medically appropriate. Your Return-to-Work plan will be designed so you can ease back into your regular duties with temporary work assignments. These assignments will change as you recover from injury.

## Who's involved in the injury recovery process?

**It is a coordinated team effort.** All of the team members must do their parts to ensure that you, the injured employee, receive quality medical care so you can return to work safely.

**Injured Employee.** You play a key role in the return-to-work process. After all, only you can best describe the extent of the injury and provide regular feedback to your physician as your recovery progresses.

**Physician.** Based on your input, the physician determines the level of activities you can safely accomplish at work to help you get started on temporary work duties. As your recovery progresses, your physician will modify the types of work duties you can perform safely so you are not re-injured or hurt in another way.

**District Risk Manager.** The District Risk Manager will evaluate the availability of appropriate temporary work assignments based on the physician's work restrictions.

**District Workers' Compensation Contact.** Your district contact serves as a liaison between your employee, the District Risk Manager, your supervisor and Schools Insurance Authority.

**Schools Insurance Authority.** The Return-to-



Work Specialist will work closely with the physician to clarify medical information and provide problem solving assistance in the return-to-work process.

## What can an injured employee do during the recovery period?

### Assignment to temporary work duties.

After an injury, you may not be able to return to your regular duties for a period of time. Your physician may recommend a rehabilitation period of a few days to a few weeks.

It is a fact that the longer an injured employee is unable to return to work, the longer the disability period will be. Being physically inactive for a long time makes it harder to tolerate the everyday rigors of a job. That's why it is healthier to have a speedy return back to work.

During your rehabilitation period, you can perform **temporary** (transitional) work duties. As your recovery progresses, these duties will change until you can return to your regular work.