

## **Implementing an Effective Keep at Work / Back to Work Program**

1. Develop a Keep at Work policy statement
2. Identify a Keep at Work Coordinator
3. Identify light/modified/transitional work
4. Maintain communications

### **Keep at Work Policy Statement**

A policy statement should be developed and signed by top management. The statement should be distributed company-wide and become a regular part of your new-hire orientation.

Indicate that modified duty assignments will be consistent with medical guidelines. Clarify time limits on transitional assignments and the tasks will be expanded to match the increased capabilities during recovery. Specify that when such work is available, participation is mandatory.

### **Identify Light/Modified/Transitional Work**

You have selected a MPN provider and should work closely with this designated physician to expedite your employee's return to work. Your company should provide the physician with information about the injured worker's job at the initial appointment and modified/transitional job options. Consider the following:

- Part time employment
- Temporary jobs
- Alternative tasks
- Job sharing
- Jobs in other departments

Look at each situation individually. It is common for a returning worker to be able to handle all but one or two aspects of the job. Creativity in developing modified assignments enables the employee to be productive while meeting medical guidelines.

### **Maintain Communications**

Make your injured employee's return to work a smooth transition. Check in regularly to assure they are comfortable in their temporary transitional position. This demonstrates the organization's concern for the injured worker and interest in having the worker back on the job. It enhances morale by valuing both the contributions of injured workers and affected co-workers.

# **Sample Keep /Back to Work Program**

## **Sample Policy Statement**

It is the policy of ABC Company to maintain and support a Keep at Work / Back to Work program. An early return to work has been shown to help employees achieve the most satisfactory recovery possible from a job-related injury and also helps us control our workers' compensation costs.

Our Keep at Work / Back to Work program has been designed to minimize the disruption and uncertainty that can accompany an on-the-job injury. In the event of an occupational injury, we will work closely with you and your treating physician to provide modified duties which compliment your recovery process.

It is our goal to maintain a safe and injury-free workplace. Should an injury occur, this program will make the process of returning to work as smooth and efficient as possible.

The success of this program is the responsibility of everyone in the company. Only by working together can we provide a safe and secure workplace. We should all be alert for potential accidents and strive to eliminate related exposures. If they occur, let us work together to minimize the effects. These efforts will benefit us all.

## **Sample Letter to Doctor**

Dear Dr. Smith:

ABC Company is anxious to have John Doe stay at work or return to work as quickly as possible. We have light duty work available for him.

Enclosed are descriptions of the light duty jobs we have available. These jobs are intended to provide temporary task restrictions and will be expanded to match his/her recovery and additional physical capabilities. Please review these positions and indicate which would be appropriate for Mr. Doe to perform until he is released for regular work.

If there is a specific task that is inappropriate, please indicate why and we will try to accommodate for it. It may be possible to further modify a job based on this information.

Please contact us if you have any questions. Your assistance in getting John Doe back to work as soon as possible is essential and appreciated.

Sincerely,

Keep at Work Coordinator  
ABC Company

## **Sample Letter to Employee**

Dear John:

ABC Company is pleased to have been notified by Dr. Smith that you have been released to work. We are looking forward to having you back!

The job approved is \_\_\_\_\_. It is available \_\_\_\_\_ and the hours are \_\_\_\_\_ to \_\_\_\_\_ at (location).

The job is available and the position activities will be adjusted and the tasks expanded to match your recovery until Dr. Smith releases you to your regular duties.

Please contact me within three days of receiving this letter to arrange for your return. Declining an approved job may result in reduction of time loss benefits under your workers' compensation claim.

We look forward to hearing from you.

Sincerely,

Keep at Work Coordinator  
ABC Company