

**KINGSTON, FRONTENAC AND LENNOX & ADDINGTON PUBLIC HEALTH**

**BY-LAW, POLICY & PROCEDURE MANUAL**

**POLICY: PERSONNEL**

APPROVED BY:

NUMBER: **IV-485**

DATE: 25 September 2013

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**EARLY AND SAFE RETURN TO WORK**

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**Purpose**

To support the timely, safe, and sustainable return to work of injured or ill employees.

To ensure compliance with the Workplace Safety and Insurance Act (WSIA), Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act (AODA), and the Ontario Human Rights Code (OHRC) in regard to the agency's return to work practices.

**Policy**

The Early and Safe Return to Work Program shall provide employees with support for recovery from absences from work as a result of illness, injury or disability. This support is intended to be transitional and have a fixed duration. The priority is to return the employee to the position he or she held prior to the absence. If it is not possible to do so, owing to the employee's abilities, functional limitations or restrictions, then all reasonable efforts shall be made to provide suitable, safe, productive, alternative work. The agency supports the principles that early and safe return to work is beneficial to the employee, an integral part of the recovery process, and individualized.

Accommodation complements the Early and Safe Return to Work Program and is addressed separately in policy IV-375, *Accommodation for Employees with Disabilities*.

**ORIGINAL DATE:**  
25 September 2013

**REVISIONS:**