**What is return to work?**

**Helpful Tips:**

Return to work focuses on providing suitable work to workers coming back to the workplace from an injury or illness. An injury or illness encompasses both physical and mental. Returning to work after any type of injury is an essential part of recovery. It is important to remember that every worker will have a different return to work plan based on their injury or illness.

1. Understand the return-to-work plan. **This includes hours, tasks and who you need to communicate with.**
2. **Address problems early.** If there are workplace factors that may affect or exacerbate your condition, talk to your Manager/Human Resources representative to develop strategies.
3. Talk to your supervisor/manager about any training you may need to successfully complete your work tasks.
4. **Establish what you will communicate** to others about your absence.
5. **Inform your support resources you will be returning to work.** Let them know how they may be of help to you.
6. Maintain healthy habits, which includes: a healthy sleeping routine, regular exercise and a healthy diet.

It is vital to be involved in your return to work to help you transition to work and help your employer understand how they can support you. Returning to work can aid your recovery, benefit your overall health by providing structure, routine, social interaction, and sense of accomplishment.

**What if I am having difficulties during my return to work?**

A sense of fear or concern when returning to work is normal. There may be some hurdles along the way. Here are a few things to consider to help avoid setbacks:

* Recognize any early signs of trouble. This may includes easily being agitated, frustrated with others/tasks, not being able to block out distractions, or difficulty.
* A person holding a coffee cup

  Description automatically generated with medium confidenceHave a plan to immediately deal with any signs of trouble, such as take a break or go for a walk. Inform your supervisor/manager so they are aware.
* Consider the support you may need. Be aware of the resources at your disposal: EAP, Disability Case Manager, your physician, or health care provider.
* Determine if changes/adjustments need to be made to the return-to-work plan.

**What should I tell my…**

**Supervisor/Manager:** They play a key role in your return to work. It is important to maintain an open and honest conversation. When talking to your supervisor/manager consider:

* What are you comfortable sharing?
* Can they help? They may be able to look out for signs, problems, identify solutions, determine if changes/adjustments need to be made to the return-to-work plan.
* Once you have established what you will share, you may want to consider discussing how to approach communicating with co-workers.

**Coworkers:** The approach to talking to your coworkers will depend on what you feel comfortable with. If you are unsure of the best approach, talk to Human Resources.

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| **MEETING DESCRIPTION** | | | |
| **Meeting Date:** |  | **Time:** |  |
| **Location:** |  | **Supervisor:** |  |
| **Number in Crew:** |  | **Number Attended:** |  |
| **Attended By:** |  |  | **Absent** |
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| **REVIEW ITEMS FROM PREVIOUS MEETING** | **INCIDENTS/INJURIES REVIEWED** |
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| **TOPICS DISCUSSED** |
| 1. **Psychological Health & Safety: Mental Health and Return to Work** |
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| **WORKERS CONCERNS** |
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| **CORRECTIVE ACTIONS TO BE TAKEN** |
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| **MEETING CONDUCTED BY** | | | |
| **Supervisor:** |  | **Manager:** |  |
| **Date:** |  | **Date:** |  |