

# Return to Work Contact Log



## **BENEFITS**

Research shows that early and ongoing contact between the employer and an injured or ill worker is important for a successful return to work. Regular contact provides an opportunity to share information and demonstrates to the worker the employer's concern for his wellbeing. Ideally, contact should begin as soon as possible following an injury or illness. But the timing of the contact will vary depending on the individual worker's case.

## **HOW TO USE THE TOOL**

Use this Return to Work Contact Log to keep track of all contacts with a worker while he's out due to injury or illness and with anyone else involved in the worker's case, such as treating health professionals and case managers. It should be used by the worker's supervisor and anyone else contacting the worker, such as HR personnel.

## **OTHER RESOURCES**

**Ontario's WSIB**

**Model Return to Work Weekly Assessment Form**

**How to Comply with Return to Work Requirements**

**Recorded webinar on the Ontario return-to-work rules**

**Brief Your CEO: How Far Return-to-Work Programs Must Go to 'Accommodate' Injured Workers**

**Using Supervisors to Improve the Return-to-Work Process, Part 1**

**Supervisors and the Return-to-Work Process, Part 2**

**Making the Business Case for Safety: Adapting Return-to-Work Programs for Workers Working Nonstandard Schedules**