

# Return to Work Plan



When a worker has been injured or gotten ill, the goal is to help return that worker to his/her job, with accommodations if required, as soon as is safely possible. A return to work (RTW) plan is a written document developed by the ill worker, his/her supervisor or manager, the treating health professional and, where appropriate, the RTW coordinator and/or union representative. The plan spells out what needs to happen and when it will happen to help the injured or ill worker return to work.

## HOW TO USE THE TOOL

Adapt this Model Return to Work Plan based on the information you've gathered about the injured or ill worker's condition, functional abilities and limits and any required accommodations. The plan includes the worker's healthcare needs, a RTW goal, the actions needed to achieve that goal and a time frame for doing so.