Return to work

Return-to-work plan proactive worksheet

The return-to-work plan proactive worksheet is an employer's guide to proactively engaging with workers and supervisors regarding an individual's specific return-to-work plan.

Ensuring that the worker is actively engaged in ongoing return-to-work discussions — including their progress and input on potential modified or alternative work identified by the employer — can be critical to gaining their trust and respect. After all, the worker knows the day-to-day work better than anyone.

Any issues or concerns the worker may have can also be addressed at this return-to-work plan update stage.

This worksheet identifies any issues from the worker's perspective and the supervisor's perspective. It also presents an action plan to address any items that need to be corrected.

The worker's supervisor is responsible for ensuring this form is completed and forwarded to the employer's return-to-work co-ordinator when:

- The worker starts their return-to-work plan,
- Any changes are made in the worker's return-to-work plan (amendments, planned graduated return to work, updated medical restrictions, etc.),
- A regular review is scheduled, or
- Any problems or issues are identified.

Worker: _____ Supervisor: _____

Claim number: _____ Date: _____

Worker comments/observations

Worker completes this section if experiencing problems or issues with the return-to-work plan.	
1	List any difficulties you are experiencing in conducting any work task assigned in your return-to-work plan. Indicate which task(s) and describe the problem.
2	Do you have any suggestions for how your return-to-work plan can be improved?

Supervisor comments/observations

Supervisor completes this section if problems or issues are identified with the return-to-work plan.	
1	List any difficulties you have observed the worker experiencing with their return-to-work plan.
2	Do you have any suggestions for how the worker's return-to-work plan can be improved?
3	List any difficulties you have observed, and/or have been reported to you, on the impact the return-to-work plan has had on co-workers.

	Action or discussion item	Details	Date completed	Date reviewed with worker
1	Review return-to-work plan job tasks.			
2	Outline abilities or work activities worker can engage in.			
3	Outline restrictions or work activities worker must not engage in.			
4	List job modifications made as required by return-to-work plan.			
5	List additional equipment provided as required by return-to-work plan.			

	Action or discussion item	Details	Date completed	Date reviewed with worker
6	List equipment and procedural training as required by return-to-work plan.			
7	Remind worker to report any concerns or problems with return-to-work plan immediately.			
8	Inform co-workers if return-to-work plan affects their work.			
9	List adjustments or changes to return-to-work plan made at the supervisor level.			

The supervisor is to keep a copy of the completed form.

The supervisor is reponsible for providing the worker with a copy of the completed form.

The return-to-work co-ordinator is reponsible for keeping a copy of the completed form in the worker's return-to-work file.