



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

Task Title: Modified Work Policy Statement

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description:

Understanding a modified work program policy for employees who are returning to work after an injury/illness.

Competency: A: Find and Use Information

B: Communicate Ideas and Information

Task Groups: A1: Read continuous text

B3: Complete and create documents

Level Indicators:

A1.1: Read brief texts to locate specific details

A1.2: Read texts to locate and connect ideas and information

B3.2a: Use layout to determine where to make entries in simple documents

Materials Required:

- Modified Work Policy Statement
- Task Set, Pen/pencil or digital device

Learner Information

Employees who are returning to work after an illness or injury may require a modified work program. Read the "Modified Work Policy Statement."

DOLMIN STEEL

WORKERS' HANDBOOK

MODIFIED WORK POLICY STATEMENT

Dolmin Steel encourages early intervention and rehabilitation of all injured or ill employees, through the development and implementation of a Modified Work Program. An effective Modified Work Program encourages and promotes early intervention, rehabilitation and recovery, while allowing the company to meet its moral and legal obligation to accommodate injured or ill employees.

Modified work will be provided for all employees returning to work after extended periods of absence, or for employees with disabilities that would require them to remain off work for longer periods, if modified work were not available. Every reasonable effort will be made to accommodate the individual restrictions and limitations of each employee during their rehabilitation and recovery period.

Employees will be requested to receive clearance from their physician by having a Work Limitation Form completed that indicates the employee is able to return.

WHAT IS MODIFIED WORK?

Modified work is any job, task or function that a worker who is temporarily disabled can perform safely without risk of re-injury or exacerbation of their condition, and will pose no risk to others during their recovery. The work must, however, be productive and the result of the work must have value.

WHAT IS A MODIFIED WORK PROGRAM?

A Modified Work Program is a strategy which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the injury. It is a company wide plan that recognizes the employers' responsibility in participation in the effective rehabilitation of its employees.

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Modified Work Policy Statement

BENEFITS

Injured workers benefit from the Modified Work Program because it allows them to return to work as quickly as possible. This encourages speedier rehabilitation, helps the employee maintain contact with co-workers, and reduces the time needed for the employee to return to full work capacity.

Dolmin Steel benefits because the program returns skilled workers to the job as quickly as possible after an injury. This helps Dolmin Steel maintain high productivity levels through the use of already trained workers, reduces the cost of hiring and training replacement workers, and eliminates the high cost of WSIB benefits, health care, and the costs associated with managing claims.

Work Sheet

Task 1: Following an injury or illness, who provides clearance before an employee returns to work?

Answer:

Task 2: What form must be completed to indicate the employee is able to return to work?

Answer:

Task 3: List two benefits for the employer and two benefits for the employee for using a modified work program.

Answer:

Modified Work Program

Benefits to the employer	Benefits to the employee