Return-to-Work (RTW) Plan: Template for Employers

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When to use this template

If an employee is injured or becomes ill at work and requires their duties to be modified to match their abilities, create a return-to-work (RTW) plan as soon as possible. Depending on the injury, you can use this template to create a RTW plan as soon as the day of the injury.

For many injuries, there's no need to wait for input from a health care provider before beginning the RTW planning process. However, if there are concerns about the employee's function or safety, involve a health care provider to review the plan or provide input on the employee's abilities.

Return-to-work plans can be as short as a few days or as long as a few weeks. Create a new version of this plan when you need to change the employee's duties — for example, if their abilities change and their duties can be expanded or if the planned duties are not working out. Continue to adjust this plan or create new versions of the plan as you progress the employee to full return to work.

You can find additional information about helping an injured employee return to work at **worksafebc.com/returntowork**.

How to use this template

This template is provided in this ready-to-use PDF version, as well as a Word version that you can customize to fit the specific needs of your workplace.

Submitting a Return-to-Work Plan to WorkSafeBC

Please submit a copy of any completed RTW Plan to WorkSafeBC as soon as possible. Submitting it online is the fastest and easiest way. You can do this through our document uploader, which you can access by logging in to your online services account or on worksafebc.com. Alternatively, you can fax a copy of your plan to 604.233.9777 (or toll-free to 1.888.922.8807).

WorkSafeBC collects information on this form for the purposes of administering and enforcing the *Workers Compensation Act*. That Act, along with the *Freedom of Information and Protection of Privacy Act*, constitutes the authority to collect such information. To learn more about the collection of personal information, contact WorkSafeBC's FIPP Office at PO Box 2310 Stn Terminal, Vancouver, BC, V6B 3W5, email **FIPP@worksafebc.com**, or call 604.279.8171.

Reset

Return-to-Work (RTW) Plan

At [insert company], we are committed to helping employees recovering from a workplace injury or illness return to work in a safe and timely way. This return-to-work plan is designed to support you in getting back to your regular duties. The focus is safe, suitable duties that match your abilities.

Each version of this plan is based on what you can safely do at a given time. We can begin with a plan for the first few days. As you can do more, we will create a new plan to reflect the progression in your recovery, abilities, and duties.

Today's date	Plan prepared by	Preparer's phone number & email address

Employee's information

Employee's first name and last name		Employee's phone number and email address
Employee number	Job title and/or job description	
Date of injury	WorkSafeBC claim number	Nature of injury

Return-to-work plan

Current abilities (e.g., "can lift up to 25 lb."; "can stand for 20 minutes at a time")

Week 1	Week of (yyyy/mm/dd)						
Duties and considerations (specific tasks, location of work if different from usual, breaks, and supports)							
Hours of work	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 2 (if needed and abilities known)	Week of (yyyy/mm/dd)	Same duties as previous week ☐ Yes ☐ No (specify duties and considerations below)	Same schedule as previous week ☐ Yes ☐ No (specify schedule below)
Duties and considerations (specific tasks, location of work if different from usual, breaks, and supports)			

Hours of work	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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Week 3 (if needed and abilities known)	Week of (yyyy/mm/dd)	Same duties as previous week ☐ Yes ☐ No (specify duties and considerations below)	Same schedule as previous week ☐ Yes ☐ No (specify schedule below)

Duties and considerations (specific tasks, location of work if different from usual, breaks, and supports)

Hours of work	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Additional comments (optional)

As you return to work

Strategies for a successful return to work

- **Stretch** at the beginning of each shift and following breaks.
- **Take micro-pauses**. These are 1- to 5-minute pauses where you step back from the work and stretch or rest and then go back to the work activities. The micro-pauses may be most frequent at the beginning of the plan, used as a pacing tool.
- **Take your regular breaks** (such as lunch) according to how long you are working.

Stay connected

We are required to cooperate with each other and with WorkSafeBC to support your timely and safe return to, or continuation of, work. Please contact _____ at _____ if:

- You are unable to do the duties outlined in this plan or you are not progressing as outlined in this plan
- Your abilities change
- You have any concerns
- You are asked to perform duties not included in this plan

We will check in with each other regularly throughout your return to work.

Frequency or dates of regular check-ins

WorkSafeBC is available to provide support throughout your return to work. If you have any concerns that cannot be resolved with your supervisor or manager, you may contact WorkSafeBC at 1.888.967.5377 for assistance.

Employee's name	Employee's signature	Date (yyyy-mm-dd)
Employer's name	Employer's signature	Date (yyyy-mm-dd)