



Procedure 245.1A Return to Work Procedure

Policy 245 - Workplace Safety

Lower Columbia College is committed to providing a safe and healthy workplace for its employees, and the prevention of workplace injury and illness is a primary objective. In the event an employee is injured on the job, Lower Columbia College has implemented a return-to-work process. This process will provide injured or ill employees with the opportunity to return to safe, productive work as soon as medically possible.

The ultimate goal is to return the employee to their original job. If the employee is unable to perform the tasks of the original job, the employer will follow the return-to-work process to attempt to provide light-duty work that meets with the approval of the attending healthcare provider.

The support and participation of management and all employees are essential to the success of the return-to-work process and Lower Columbia College.

Roles and Responsibilities

Employee Responsibilities

- Understand our procedure for reporting injuries.
- Know and follow our return-to-work program.
- Assist in the creation of possible light-duty work by providing your input to your supervisor.
- If you are injured on the job: o Fill out the Accident Form

- If you seek medical attention immediately following the injury, attend an L&I approved provider and let the provider know you were injured at work.
 - Tell the attending provider that light duty may be available if necessary.
- Communicate any time loss related to the injury to Human Resources.
- Once HR puts together a light duty job description and offer letter, take these documents to your attending provider for approval.
 - Consider bringing a print-out of LCC's Return-to-work Procedure to help explain LCC's return-to-work process.
- Contact your supervisor or HR periodically to update them on your work status and let them know how you are doing
- Follow medical restrictions.
- Inform your supervisor and HR immediately if your attending provider releases you to work or your restrictions change.

Supervisor responsibilities:

- Support our return-to-work program.
- Train employees on proper reporting of accidents and injuries, as well as your return-to-work procedures; make sure they know their responsibilities.
- Work with HR and the employee to create light-duty assignments that are meaningful and productive.
- If an employee is injured on the job:
 - Ensure they fill out the Accident Form and are in contact with HR.
 - Ensure all necessary forms are completed and returned.
 - Communicate any time loss related to the injury to HR.
 - Contact the employee once a week or as needed to check on how they are doing:
 - Ask about any changes in work status.
 - Express concern and empathy for your employee's health and recovery.

- Provide information to our return-to-work coordinator in HR.
- Post “Notice to Employee” to build awareness of return-to-work policies.

HR Return-to-work responsibilities:

- Support our return-to-work program.
- Provide employee with letter and light duty job description to take to the medical appointment.
- Provide job offer letter to employee.
- Individualize planning and adapt coordination to the injured worker’s needs.
- Maintain ongoing communication with all parties involved.
- Manage expectations and ensure all parties understand their responsibilities.
- Hold all parties accountable for adhering to LCC’s return-to-work program.

Procedure History

- ELT Approved 1/29/25
- Governance Approval 2/5/25
- UMCC reviewed 2/18/25