
RETURN TO WORK MASTER CHECKLIST

1. ANNUAL PROGRAM REVIEW – SET GOALS & GET A PLAN

- Choose Return to Work Program team (Mentor, HR Program “owner”, Coordinator, Safety Liaison)
- Meeting with Suzanne Metz for first Annual Program Review and draft program review documents
- Finalize draft Annual Review documents, send to mentor to review, send to leadership
- Put follow-up or mid-point meeting on calendar to check progress and make any adjustments
- Create a binder with “hard copies” in the event of any L&I audit or inspection (it’s okay to have draft!)
- Ask to be on future agenda of Employee Safety Committee Meeting to provide “RTW Talking Points”

2. RELATIONSHIPS WITH MEDICAL PROVIDER ORGANIZATION

- Use templates, tools, lists to determine what is best fit for district and work comp program
- Choose from list of Centers for Occupational Health & Education (COHE) and set “process” meeting
- Create instruction packets (including on-line digital) for employees and supervisors and train on use
- Create “light duty” work task lists and return to work communication process with chosen provider
- Update New Hire Training (initiating the Origami claim, “choose provider” & return to work processes)
- Determine “Supervisors’ role & responsibility”; provide training and oversight

3. DRAFT YOUR RETURN TO WORK PROGRAM BY CUSTOMIZING TEMPLATES

- Team Review of Return to Work Program Template (documents, processes, roles & responsibilities)
- Choose a method to find, assign, coordinate and track light duty assignments with supervisors
- Train supervisors on how to work with Human Resources and share information.
- Test your draft program for effectiveness & compliance; set up mid-point review with Suzanne Metz

4. UTILIZATION REVIEW TO MANAGE PEOPLE & RESOURCES FOR YOUR PROGRAM

- PSWCT review vendors (RTW, Inc., nurse case managers, vocational counselors. Etc.) & management
- PSWCT Claims Consultants and PSWCT Loss Control & Safety Program Resources
- PSWCT Return to Work Program & Resources (Job Analyses, “light duty job tasks
- Department of L&I
- Washington Self-Insurers Association (WSIA) training, legislative advocate for self-insured employers