



Return to Work (RTW) Process Administrative Procedure 2.A.07

2.0 Human Resources
2A Foundations

Board Governance Policy Cross Reference:

Legal Reference: *Workplace Health and Safety Act, Public Schools Act, The Accessibility for Manitobans Act*

Date Adopted: August 2026

Date Amended:

1. Immediately report all injuries or illnesses to your supervisor and obtain necessary first aid and/or health care. If needed, the employer can provide transportation to the nearest medical centre.
 2. Obtain the accident reporting package from your supervisor prior to leaving the workplace. At the medical center, request the health care provider to complete the Occupational Health Assessment Form or Bus Driver Medical Clearance Form and identify your functional capabilities.
- ***Note: the accident reporting package has important information for you and your doctor and that is why it is necessary to have the package, prior to seeking medical treatment (in non-life-threatening situations).***

Bus Driver Accident Reporting Package

- [MSBA \(HUB\) - Employee Accident Report](#)
- [WCB Workers Accident Report](#), & [Notice of Injury](#)
- [2.A.07C Bus Driver Medical Clearance Form](#)

Non-Teaching Staff Accident Reporting Package:

- [MSBA \(HUB\) - Employee Accident Report](#)
- [WCB Workers Accident Report](#), & [Notice of Injury](#)
- [2.A.07A Occupational Health Assessment Form](#)
- Relevant job description (See Administrative Manual)
- [Letter to Physician](#)

Teachers/Consultants Accident Reporting Package:

- [MSBA \(HUB\) - Employee Accident Report](#)
- [2.A.07A Occupational Health Assessment Form](#)
- [Letter to Physician](#)

- **Note:** All non-teaching employees filing a WCB claim with their doctor need to have reported their accident to their supervisor; completed and returned the appropriate paperwork to their supervisor to ensure that their claims will be initiated and that they are appropriately paid.
3. Complete and return all the necessary paperwork for your injury the same day or next day and forwarded to your supervisor and the Human Resources Officer for reporting purposes.
 4. Return the fully completed Occupational Health Assessment Form or Bus Driver Medical Clearance Form to your immediate supervisor the same day or next day, but no later than, after the meeting with your health care provider.
 5. When receiving medical treatment for any compensable work-related injury or illness, tell the healthcare provider the treatment is due to an “on the job injury.”
 6. You are expected to follow your physician’s treatment plan; attend all scheduled follow-up visits or physical therapy appointments; and provide work status reports from your physician to WCB and your supervisor.
 7. When possible, any medical appointments should be scheduled before or after your shift times so that your absence from work will be minimized.
 8. To facilitate the healing process, you are required to adhere to your medical restrictions at home as well as at work.
 9. Cooperate fully with the WCB adjudicator that may be assigned to your claim.
 10. Upon receipt of your Occupational Health Assessment Form or Bus Driver Medical Clearance Form, you may be required to meet with your supervisor and the Human Resources Officer to determine your RTW plan. You will be required to assist Evergreen School Division to identify suitable work consistent with the Occupational Health Assessment Form or Bus Driver Medical Clearance Form and you and your supervisor will be required to communicate regularly on your RTW plan and recovery of your injury.
- ***Note: please see the information below regarding how to identify suitable work and what is suitable work.***

11. If you are having difficulty with your return to work duties you must report any difficulties to your direct supervisor. If the supervisor is unable to resolve the dispute issue the Human Resources Officer may be involved.
12. Participation in the Return-to-Work (RTW) program at Evergreen School Division is mandatory for all employees, regardless of the circumstances responsible for your absence. This is a requirement regardless of if the injury occurred at work or elsewhere.
13. If your healthcare provider has determined that you can return to work, Evergreen School Division will provide light duty/modified/or alternate work for occupational injuries based on their operational needs.
 - **Note: Light duty work is a temporary measure to help the transition back to a full day work status. Generally, light duty is limited to six (6) weeks duration.**
14. During your return to work you may be assigned work duties on a shift other than your scheduled shift due to divisional operational needs. This is a temporary situation, and you will be returned to your regular work assignment once you have fully recovered.
15. Keep your Supervisor and WCB case manager informed on a weekly basis of your progress.
16. Immediately advise your supervisor and WCB case manager when you have been released back to work for full or light duty.