

Return to Work & Exclusion From Duty Procedure



Human Resources & Duty Chief Roles and Responsibilities	
Human Resources	Duty Chief
<ol style="list-style-type: none"> Contact individual to assess required follow-up. File any 5.5.5 or 801 form as needed. Contact OHS Manager and/or Behavioral Health Specialist if applicable. Contact Telestaff with anticipated time loss. File Exclusion from Duty notification in personal file. Contact OHS Manager/Wellness Specialist for Return to Work Assessment if needed. 	<ol style="list-style-type: none"> Individual is sent home, assist if necessary. Replacement staff is secured, Telestaff and direct supervisor notified. 5.5.5, 801, UER are completed if applicable. OPS Division Chief and HR notified by phone. Confidential e-mail with situation outlined is sent to OPS Division Chief and HR. Copy to OHS Manager and/or Behavioral Health Specialist if applicable.

Key Players: Roles and Responsibilities

Individuals returning to work after an on or off-the-job injury or illness will need to be assessed on an individual basis for some or all parts of the following procedure. The exact procedure will be determined by the nature/extent of injury or illness, the length of time off duty and guidelines set by the NFPA 1582. Coordination of these activities will be done by the Senior Benefits Administrator and/or the Occupational Health Program Manager. Outlined herein are the responsibilities of each position.

District/Private MD: May be responsible for treatment or return to work evaluation. The District MD will need to have all medical records/reports and supporting documentation of injury/illness forwarded to their office for review/files. A medical release form needs to be provided to HR/ Senior Benefits Administrator that includes the Essential Duties of Firefighter or specifics as they relate to job descriptions. These forms can be found on the *District Net* under Forms or HR section and at TVFR.com under TVFR Employee Information (lower right hand corner).

HR Division Chief/Chief of Staff: Will be responsible for light duty placement or reassignment issues. Will coordinate with Ops Chief, HR, and Wellness on an individual basis.

Senior Benefits Administrator: May coordinate MD visits/return to work assessments with the Wellness Coordinator and/or Occupational Health Program Manager and responsible Duty Chief/Training Officer. Is responsible for District notification of duty status and the proper processing of 5.5.5 and 801's. Responsible for the Weekly Injury Report.

Occupational Health Program Manager: May coordinate MD visits/return to work assessments with the Wellness Coordinator, responsible Duty Chief and/or Training Officer. May determine the extent of the return to work process that is needed based on the individual's injury/illness, individual factors and need for referral.

Wellness Program Coordinator: May coordinate the return to work assessment with the responsible Duty Chief, Training Officer, and additional personnel as needed. Responsible for the Return to Work Assessment Form 8.5.3C and any needed Fitness Improvement Plan or counseling.

Duty Chief: Will provide supervision of return to work evolution. This should be based on job specific Individual Performance Standards (IPS) skills. This assessment will be coordinated with the Wellness Program Coordinator and Training Division.

Training Officer: May be needed to assess IPS skills. This will be individually based with type of injury/illness and length of time off duty.

Peer Trainers/ Uniformed Personnel: May be needed to perform fitness assessment, support individual return to work evolutions and Fitness Improvement Plan.

Individual Returning to Work: Is responsible for contacting Senior Benefits Coordinator and/or Occupational Health Manager to determine requirements needed for return to work. They would be responsible for scheduling any MD visits, completing needed forms and medical records transfer, and make contact with the Wellness Program Coordinator/OHS Program Manager to schedule Fitness for Duty Assessment. Those persons returning to work would need to contact above parties at least three days prior to return to work, if possible, to allow for coordination of medical visits and fitness assessments.

Return to Work/ Fitness for Duty Assessment: The individual's assessment will be based on the recommendations from the above parties. The actual assessment will be scheduled after coordination of affected personnel. Return to Work Assessment form 8.5.3C will be used with evolutions based on IPS and will be supervised by Duty Chief and/or Training Officer, Wellness Program Coordinator or designee. In the event that the individual is found to be not fit for duty or other complicating factors, Human Resources will be contacted for further direction on an individual assignment. This may include light duty assignment and/or creation of a Fitness Improvement Plan. The individual will have the opportunity to discuss leave and assignment options.