**RETURN TO WORK POLICY**

It is Piedmont Service Group's (PSG) focus that no one gets injured at work. In the event that there is a work related injury, PSG wants to make sure that the employee has work he can perform until they can get back to their regular duties. These tasks may include their regular duties with modifications or alternate tasks that meet the restrictions imposed. The employee will receive their regular rate of pay until they can return to their regular duties. In no case will the employee be placed in a job with a higher rate of pay.

**Roles and Responsibilities**

*Employer Responsibilities:*

• Provide a safe work environment.

• Develop written return to work policies and procedures.

• Educate all employees about the program.

• Train employees on proper reporting of incidents and incident investigation.

• Promptly report job related injuries to the insurance carrier.

• Provide information to employees about the workers' compensation system and benefits.

• Communicate with the treating doctor and insurance carrier to encourage recovery and return to work.

• Develop functional job descriptions and identify physical requirements that clearly identify physical activities required to do the work.

*Employee Responsibilities:*

• Responsible for notifying supervisor of a personal injury/illness immediately. Immediately is defined as soon as employee receives an injury, regardless how slight it may feel.

• Responsible to report to work the following business day, unless physically/mentally unable, as prescribed by licensed attending physician.

• If unable to report to work immediately (no later than the beginning of next shift) contact supervisor to receive further instructions. If unable to contact supervisor then call the office.

• If medical attention is necessary, inform the doctor that return to work opportunities may be available to accommodate his restrictions.

• Provide the doctor with a PSG Work Ability Report form.

• Notify supervisor immediately of all appointments and work status changes.

• Follow attending physician’s orders and restrictions at home and at work.

• Responsible for obtaining a current return to work recommendation form completed at visit to the healthcare provider and providing this documentation to the direct supervisor within 24 hours of the examination.

• Responsible for returning to work upon obtaining release from treating healthcare provider.

• Responsible for reporting any problems or issues that may arise throughout rehabilitation to the direct supervisor or manager immediately.

• Before returning to their regular duties, they will have a doctor's release.