

RTW Plan Review Checklist

Use when a RTW plan is proposed (from Desjardins or the member/clinician).

1. Functional Abilities → Do duties match what the member can safely do?

- ☐ **Restrictions are specific** (e.g., lift ≤ __ kg; stand/sit ≤ __ min; no ladders/driving; cognitive load limits).
- ☐ **Contraindicated tasks are listed** (e.g., de-escalation, solvents/chemicals, lone work, vehicle operation).
- ☐ **Safety-sensitive flags reviewed** (student support, buses/vehicles, machinery/shops, labs/chemicals).

If any item is vague or missing → request written clarification **before Day 1**.

2. Duties & Placement → Is there a clear map from abilities to tasks?

- ☐ **Suitable duties identified** and explicitly **mapped to restrictions** (attach a short duty list).
- ☐ **Tasks to avoid** removed or reassigned (who will cover them?).
- ☐ **Work location(s)** confirmed (room/route/site) and compatible with restrictions.
- ☐ **Triggers addressed** (noise, crowding, specific locations) with a plan to manage.
- ☐ **Orientation to changes** since the absence is scheduled (new systems, routines, students).
- ☐ **Training refreshers** booked if relevant (safety, lifts, restraint alternatives, WHMIS).

If mapping is unclear or triggers unmanaged → revise duties or location **now**.

3. Schedule & Progression → Is the ramp-up realistic and controlled?

- ☐ Start hours: __/day; __ days/week. **Start date:** _____
 - ☐ **Day 1 is manageable** and communicated (who/where/first task/contacts).
 - ☐ **Graduated steps** defined with dates/criteria (e.g., “after 2 weeks if tolerated”).
 - ☐ **Breaks/micro-breaks** set (e.g., 5 min/hr; access to quiet space).
 - ☐ **Review points** booked (end of Week 1, Week 2, then monthly/bi-weekly if needed).
- If progression is “open-ended”** → add written milestones and review dates.

4. Workplace Readiness → Will the setup be ready on Day 1?

- ❑ **Access ready:** keys/ID/IT, email/systems/timetable.
- ❑ **Accommodations/equipment ready:** ergonomics, carts, step-stools, headset, adjustable desk, PPE, seating.
- ❑ **Workstation prepared:** hazards removed; signage if needed.
- ❑ **Buddy/point person named** for routine questions if appropriate: _____
- ❑ **Team prepared:** work-focused welcome; **no personal health questions.**
If anything won't be ready → postpone start or provide interim duties until ready.

5. Communication, Roles & Privacy → Does everyone know their role?

- ❑ **One-page RTW Snapshot** shared on a **need-to-know** basis (start date/hours, permitted & restricted tasks, accommodations, check-ins, contacts).
- ❑ **Member consent/privacy** confirmed (share **functional abilities only**, no diagnosis).
- ❑ **Escalation path is clear:** Supervisor → HR/Union → HCMS/clinician (who to call for what).

If roles or privacy are unclear → clarify in writing.

Go / Clarify / Pause — Decision Guide

GO if: duties cleanly match abilities, Day 1 is ready, progression & reviews are defined, and roles/privacy are clear.

CLARIFY if: any restriction/duty is vague, equipment not ready, or progression lacks dates/criteria. (Send a 1-line request to Desjardins.)

PAUSE if: safety-sensitive risks are unresolved, essential accommodations aren't available, or duties cannot be aligned without overload.

Bottom line: If it isn't **specific, ready, and reviewable**, it isn't safe enough yet.
Tighten the plan now to prevent setbacks later.