

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.011

SUBJECT: Return to Work of Employees Injured on
the Job

POINT PERSON: THERESA KETCHUM
SAFETY OFFICER

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT



DATE: June 20, 2012

I. POLICY

Oregon State Hospital (OSH) has adopted DHS Policy DHS-080-002 and Procedure DHS 080-002-01, Early Return to Work of Employees Injured on the Job (See attached).

Replaces OSH Policy and Procedure 5.011, *Return to Work of Employees Injured on the Job*, dated 2/27/2009.

Procedure Title:	Early Return to Work of Injured Workers		
Procedure Number:	DHS-080-002-01	Version:	4.0
Effective Date:	08/01/2007		

Approved: Fariborz Pakseresht, Chief Administrative Officer **Date:** 11/2/2007

Procedure

Step	Responsible Party	Action
1.	Employee	Within 24 hours of absence due to a work-related injury or illness, provide the supervisor with a written statement from the doctor authorizing time away from work.
2.	Employee	<p>A. Be examined by a medical provider at least every 30 days unless otherwise prescribed by the attending physician.</p> <p>B. Following every appointment, immediately provide to supervisor a <u>DHS 6802, Physician's Report of Physical Condition</u>, or equivalent that includes limitations, authorization for time loss, prognosis and date of next appointment.</p>
3.	Supervisor	<p>A. Send DHS 6802, or equivalent, to safety office immediately upon receipt.</p> <p>B. Attempt to locate transitional work duties based on medical limitations. Coordinate with safety office.</p> <p>C. Contact the safety office to request clarification if the restrictions are unclear.</p> <p>D. Provide employee a written transitional work assignment offer and review and clarify restrictions and expectations.</p>
4.	Supervisor	<p>A. Review employee's status and transitional work assignment with safety office at least once every 30 days, or when there is a change, ending when the employee is released to regular work or the transitional work assignment ends.</p> <p>B. Ensure that employee's time is coded to reflect</p>

		workers' compensation; i.e., SLG, LG.
5.	Supervisor	Contact a Human Resource Analyst or Safety Office to end transitional work assignment as described in <u>DAS Policy 50.020.05</u> .
6.	Safety Office	Initiate reimbursement of wages for transitional work through Employer at Injury Program (EAIP).

Policy that applies

- DHS-080-002, Early Return to Work of Injured Workers
- Oregon Department of Administrative Services policy number 50.020.05, Early Return to Work of Injured Workers

Forms that apply

- DHS 6802, Physician's Report of Physical Condition

Contacts

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Procedure History

- **Version 4.0:**
 - 07/14/2009 – Contact information updated
 - 08/01/2007 – Minor changes to comply with DAS policy revisions and additional step to initiate reimbursement of wages for transitional work through EAIP.
- **Version 3.0:**
 - 05/10/2007 - Removed "Consideration of State of Oregon employees on the statewide Injured Worker List" section to coincide with temporary adoption of DAS Injured Worker policies 50.020.03 and 50.020.05 effective 05/01/2007.
- **Version 2.0:**

- 08/08/2006 - Revised language to address different return to work requirements between regular status and temporary or seasonal employees.
- **Version 1.0:**
 - 05/22/2003 - Supercedes DHR 50.020.01a - effective 01/01/1997