

Return to Work Plan Update Checklist Template

The Return-to-Work (RTW) Plan Update Checklist Template is an employer's guide to following up with workers and supervisors regarding an individual's specific RTW plan, identifying any issues and providing details on any action items that need to be corrected.

The injured worker's supervisor is responsible for ensuring this form is completed and forwarded to the employer's RTW coordinator within (time frame) of:

- The injured worker commencing his/her RTW plan,
- Any change in the injured worker's RTW plan (amendments, planned graduated RTW, updated medical restrictions, etc.),
- A regular review schedule, or
- Immediately upon identification of any problems or issues.

Worker: _____ Claim number: _____

Supervisor: _____ Date: _____

Worker comments/observations

Injured worker is to complete this section if experiencing problems/issues with RTW plan.

1	List any difficulties you are experiencing in conducting any work task assigned in your RTW plan. Indicate which task(s) and describe the problem.
2	Do you have any suggestions for how your RTW plan can be improved?



Supervisor comments/observations

Supervisor must complete this section if problems or issues are identified with the RTW plan.

1	List any difficulties you have observed the worker experiencing with his/her RTW plan.
2	Do you have any suggestions for how the injured worker's RTW plan can be improved?
3	List any difficulties you have observed, and/or have been reported to you, on the impact the RTW plan has had on co-workers.

Continued on following page.



Action/ Discussion Item		Details	Date Completed	Date Reviewed with worker
1	RTW plan job tasks review			
2	Restrictions and/or work activities worker must not engage in			
3	Job modifications made as required by RTW plan			
4	Additional equipment provided as required by RTW plan			
5	Equipment and procedural training as required by RTW plan			
6	Remind injured worker to report any concerns/problems with RTW plan immediately			

Continued on following page.



Action/ Discussion Item		Details	Date Completed	Date Reviewed with worker
7	Inform co-workers if RTW plan affects their work			
8	Instruct co-workers to report to supervisor any concerns/problems with RTW plan			
9	Adjustments/changes to RTW plan made at the supervisor level			

Supervisor is to retain a copy of the completed form.

Supervisor is responsible for providing injured worker with a copy of the completed form.

RTW coordinator is responsible for keeping a copy of completed form in injured worker's RTW plan folder.

