Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

Task Title: Modified Work Policy Statement

OALCF Cover Sheet – Practitioner Copy

Learner Name:

Date Started (m/d/yyyy):

Date Completed (m/d/yyyy):

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Understanding a modified work program policy for employees who are returning to work after an injury/illness.

Competency: A: Find and Use Information
B: Communicate Ideas and Information

Task Groups: A1: Read continuous text
B3: Complete and create documents

Level Indicators:

A1.1: Read brief texts to locate specific details
A1.2: Read texts to locate and connect ideas and information
B3.2a: Use layout to determine where to make entries in simple documents

Performance Descriptors: See chart on last page
Materials Required:

- Modified Work Policy Statement
- Task Set, Pen/pencil or digital device

Learner Information

Employees who are returning to work after an illness or injury may require a modified work program. Read the "Modified Work Policy Statement."

DOLMIN STEEL
_____

WORKERS' HANDBOOK

MODIFIED WORK POLICY STATEMENT

Dolmin Steel encourages early intervention and rehabilitation of all injured or ill employees, through the development and implementation of a Modified Work Program. An effective Modified Work Program encourages and promotes early intervention, rehabilitation and recovery, while allowing the company to meet its moral and legal obligation to accommodate injured or ill employees.

Modified work will be provided for all employees returning to work after extended periods of absence, or for employees with disabilities that would require them to remain off work for longer periods, if modified work were not available. Every reasonable effort will be made to accommodate the individual restrictions and limitations of each employee during their rehabilitation and recovery period.

Employees will be requested to receive clearance from their physician by having a Work Limitation Form completed that indicates the employee is able to return.

WHAT IS MODIFIED WORK?

Modified work is any job, task or function that a worker who is temporarily disabled can perform safely without risk of re-injury or exacerbation of their condition, and will pose no risk to others during their recovery. The work must, however, be productive and the result of the work must have value.

WHAT IS A MODIFIED WORK PROGRAM?

A Modified Work Program is a strategy which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the injury. It is a company wide plan that recognizes the employers' responsibility in participation in the effective rehabilitation of its employees.

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Modified Work Policy Statement

BENEFITS

Injured workers benefit from the Modified Work Program because it allows them to return to work as quickly as possible. This encourages speedier rehabilitation, helps the employee maintain contact with co-workers, and reduces the time needed for the employee to return to full work capacity.

Dolmin Steel benefits because the program returns skilled workers to the job as quickly as possible after an injury. This helps Dolmin Steel maintain high productivity levels through the use of already trained workers, reduces the cost of hiring and training replacement workers, and eliminates the high cost of WSIB benefits, health care, and the costs associated with managing claims.

Work Sheet

Task 1: Following an injury or illness, who provides clearance before an employee returns to work?

Answer:

_____

Task 2: What form must be completed to indicate the employee is able to return to work?

Answer:

Task 3: List two benefits for the employer and two benefits for the employee for using a modified work program.

Answer:

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Modified Work Program

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Benefits to the employer	Benefits to the employee

Answer Key

Task 1:   Following an injury or illness, who provides clearance before an employee returns to work?

Clearance must be given by the employee's physician.

Task 2:   What form must be completed to indicate the employee is able to return to work?

The Work Limitation Form.

Task 3:   List two benefits to the employer and two benefits to the employee for using a modified work program.

Any two of the following or similar answers will suffice.

Benefits to the employer	Benefits to the employee
-helps them maintain high productivity levels because workers are already skilled	-allows them to get back to work quickly
-less costly than hiring and training new workers	-encourages rehabilitation
-reduces the cost associated with WSIB benefits	-keep in contact with other employees
-reduces the cost associated with health care	
-reduces the cost associated with managing claims	

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
	Follows simple, straightforward instructional texts			
A1.2	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Makes low-level inferences			
B3.2a	Uses layout to determine where to make entries			
	Begins to make some inferences to decide what information is needed, where and how to enter the information			

Practitioner Copy

Performance Descriptors 2

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print):

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