

SOUTH FRASER HOME SUPPORT SOCIETY

FLOW CHART FOR INJURED WORKERS

Worker reports incident to the Employer (may be via phone to Supervisor/Scheduler/On-call Scheduling/etc)



Worker must be seen by the Manager of Human Resources/designate. If unable to drive, worker will be met in the community to provide formal offer of light duties.



Worker must seek medical attention within 48 hours (If family Doctor is unavailable, the worker must seek assistance from a medical clinic.) The Physician must be provided a copy of the Light Duties Plan



The Worker must return the completed Light Duties Plan to the Manager of HR/designate either via fax or by dropping it off at the office or Legions.



Worker is responsible to follow the light duties plan and maintain close contact with the Manager of HR/designate to report any difficulties during the course of the Light Duties Plan