



## Best Practices for a Strong Return-to- Work Program

To make return-to-work (RTW) successful, the most important thing is commitment from leadership and supervisors. When everyone supports RTW, employees can heal faster, and businesses save time and money..

### Before An Injury Happens

Planning ahead makes all the difference:

- ✓ Pick someone to lead and coordinate RTW activities.
- ✓ Write down your RTW policy so everyone understands it.
- ✓ Train supervisors and talk regularly with employees about RTW.
- ✓ Decide in advance how you'll work with doctors and health care providers.
- ✓ Keep job descriptions that show the physical requirements of each role.
- ✓ Create a list of light-duty or modified jobs that an injured worker could do.

### After An Injury Happens

Once you've built your RTW plan, you'll be ready to act quickly:

- ✓ Stay in touch with the injured employee right away and throughout recovery.
- ✓ Work closely with your insurance carrier or claims adjuster.
- ✓ Whenever possible, offer meaningful light-duty work that matches the doctor's restrictions.
- ✓ Put job offers in writing and make sure they are tailored to each worker's needs.
- ✓ Check in on progress after the employee returns to work.
- ✓ Investigate every incident to prevent it from happening again and to improve safety for everyone.



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