



# INJURY MANAGEMENT/RETURN-TO- WORK AUDIT

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Owned by: Juliet Goodwin  
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Approval: *Juliet Goodwin*

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## SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

Version	Date	Author(s)	Revision Notes
1.0	December 11, 2018	Melissa Mass	This is the first revision of the Injury Management/Return-to-Work Audit. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework.

 Requirements changed in the new revision will be identified with a revision triangle beside it.

## SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

Name	Position
Juliet Goodwin	Manager, Safety Audits and Certifications
Justin Degagne	Program Manager, Training
SA&C Team	Subject Matter Experts (SME)

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## 1.0 ABOUT THIS PROCEDURE

### 1.1 Purpose and Direction

Injury Management/Return-to-Work (IM/RTW) programs are a way for employers to help injured workers stay at work or return to productive and safe employment as soon as physically possible after a work-related accident.

Energy Safety Canada offers the IM/RTW audit to any employer with a current Certificate of Recognition (COR) (or as part of an initial COR certification audit). In British Columbia, employers who successfully complete an IM/RTW audit are eligible to receive an additional 5% rebate on their previous year's WCB premiums.<sup>1</sup>

### 1.2 Scope

An employer with an existing COR may carry out their first IM/RTW external certifying audit at any time. Thereafter, the IM/RTW audit cycle will be aligned to match the existing COR audit cycle of certification and maintenance audits.

### 1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

## 2.0 PROCEDURE

2.1) Employers that are eligible for an IM/RTW audit must:

2.1.1) Have 11 or more employees.

2.1.2) Have a current COR or be submitting their IM/RTW audit with a COR certification audit.

- When an IM/RTW audit is submitted along with a COR certification audit, the COR audit must successfully pass audit QA review for the IM/RTW audit to also succeed.

2.2) Auditors for IM/RTW audits must:

2.2.1) Be Energy Safety Canada Certified Health and Safety Auditors.

2.2.2) Complete the Energy Safety Canada training on the IM/RTW protocol before performing any IM/RTW audit.

2.3) All IM/RTW audits must:

2.3.1) Use Energy Safety Canada's IM/RTW audit protocol.<sup>2</sup>

2.3.2) Cover the same operational scope as the COR certification audit

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- In a multi-province audit, the IM/RTW audit may be applied to a single province (e.g., COR audit for BC and Alberta but IM/RTW audit for BC only). In this event, the same operation scope would be limited to the province in which the IM/RTW audit is applied.
- 2.3.3) Meet the Energy Safety Canada audit QA standards.
- 2.4) The interview and worksite sampling criteria for the IM/RTW audit follows that of the typical COR audit, with one important exception:
- 2.4.1) A multi-provincial audit where the IM/RTW audit is only applied to one province may require additional interviews in that province to meet sampling criteria.<sup>3</sup>
- 2.5) The IM/RTW program follows the three-year cycle of the COR program, with a certification audit followed by up to two years of annual maintenance audits.
- 2.5.1) While the first IM/RTW audit for certification can be performed at any time for an employer with an existing COR, thereafter the IM/RTW audit must remain fully aligned with the regular COR cycle of certification and maintenance years.
- 2.6) An IM/RTW audit for certification purposes must:
- 2.6.1) Be conducted by an external auditor.
- 2.6.2) Achieve 80% overall in the IM/RTW audit, with no less than 50% in any element.
- 2.7) The IM/RTW audit for maintenance purposes:
- 2.7.1) May be conducted by an internal auditor.
- The internal auditor must complete Energy Safety Canada training on the IM/RTW audit as outlined above.
- 2.7.2) Does not have to meet the scoring criteria applied to certification audits.

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### 3.0 ROLES AND RESPONSIBILITIES

Auditor (at the time of audit registration)	<ul style="list-style-type: none"> <li>The audit is a standalone IM/RTW audit (applicable only to a first time IM/RTW audit), or</li> <li>The COR audit will include an IM/RTW audit</li> </ul>
Energy Safety Canada	<ul style="list-style-type: none"> <li>Ensures the employer seeking a standalone IM/RTW audit has an existing valid COR when approving the audit registration</li> <li>Ensures the auditor performing an IM/RTW audit has received IM/RTW training</li> <li>Approves and registers the IM/RTW audit accompanying COR certification or maintenance audits at the same time as the COR audit</li> </ul>
Auditor	<ul style="list-style-type: none"> <li>Follows the standard Energy Safety Canada COR audit procedures for IM/RTW audit completion and submission</li> </ul>
Energy Safety Canada	<ul style="list-style-type: none"> <li>Performs an audit QA review on the IM/RTW audit             <ul style="list-style-type: none"> <li>IM/RTW audits are subject to the same time standards for addressing required QA issues as standard COR audits<sup>4</sup></li> </ul> </li> <li>Registers successful IM/RTW audits with the appropriate governing bodies where applicable</li> </ul>

### 4.0 REFERENCE DOCUMENTS

<sup>1</sup> SAC-MNL-001 Department Manual  
<sup>2</sup> SAC-CFT-014 COR Health and Safety Audit Protocol 2019 with IM-RTW  
<sup>3</sup> (Appendix G: Sampling Requirements for IM/RTW audits)  
<sup>4</sup> SAC-PRO-015 COR Audit Quality Assurance Review

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