



# INJURY MANAGEMENT/RETURN-TO- WORK AUDIT

Effective Date: 2018 - 12 - 11  
Owned by: Safety Audits and Certification Department

Approval: \_\_\_\_\_  
Approved By: Justin Degagne, SA&C Acting Manager

Valid Until: 2021 - 12 - 11

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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

Location of Change	Summary of Change
Entire Document	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
Justin Degagne	Acting Manager, Safety Audits and Certifications
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.

***Energy Safety Canada Reference: SAC-MNL-001***

### 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 ([Appendix C: Injury Management/Return to Work Audit Protocol](#)).

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- 2.3.2) Cover the same operational scope as the COR certification audit
  - 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 (**Appendix G: Sampling Requirements for IM/RTW audits**).
- 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

<p>Auditor (at the time of audit registration)</p>	<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>
<p>Energy Safety Canada</p>	<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>
<p>Auditor</p>	<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>
<p>Energy Safety Canada</p>	<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 (<b>SAC-PRO-015</b>)</li> </ul> </li> <li>• Registers successful IM/RTW audits with the appropriate governing bodies where applicable</li> </ul>

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