

### **Step Three of the Ten Step Business Plan**

Early return to work strategies help injured workers' return to work more successfully. A disability management or post injury policy should be put in place to help injured workers receive quality medical care at the outset of the injury. The policy should include:

- Inform all employees of the procedures to follow for getting quality medical care when an injury occurs. This should include notification of an employers managed care organization for workers' compensation injuries.
- Report all injuries to supervisor immediately.
- Communicate regularly with injured employees while they are off work.
- Investigate all injuries within 24 hours.
- Develop a transitional-work program or modified-duty program that will allow an employee to return to work in a productive capacity as soon as they are physically able. Consult with attorney prior to implementing the program.