

Suggested Language for Policy Manuals

(Company name) believes employees are the most important assets of our company.

We are committed to assisting our injured employees' return to work as soon as medically appropriate and to work with the medical community to help the injured employees regain their livelihood.

The focus of our Return to Work (RTW) program is to meet the needs of both (Company name) and our injured employees by modifying existing employee positions and/or work schedules.

For this program to be successful, injured employees must report all injuries to (appropriate name) on the same day of the incident. We will provide our injured employees with information about our RTW program and other materials that can be presented to the treating medical provider so a temporary transitional duty assignment can be designed as soon as possible.

Thank you, and please remember most injuries can be prevented.

Sincerely,

(Name)

(Title)

I have read and understand the above:

Employee Signature: _____ Date: _____