



Information for Employers

What is Back2work?

It is a program designed to get injured employees back on the job—a vital part of the workers' compensation system. Back2work will help you plan ahead to offer transitional duty to employees recovering from on-the-job injuries, and it allows you to incorporate your company culture in the process. The goal is to have your employee back to his regular duties sooner than if he had not worked during his recovery, ultimately reducing workers' comp costs for you.

Here are the terms that we use with our Back2work program:

- **Transitional duty**—Temporary work offered to an injured employee before he is fully recovered. It can be modified or alternate work.
- **Modified work**—Temporary modifications to the employee's regular job duties to remove or change the elements that exceed current physical abilities.
- **Alternate work**—Temporary reassignment of the employee to another position, or different type of work, within current physical abilities.

Why do I need a return-to-work program?

The chance of an injured employee ever returning to work decreases dramatically the longer he is away from the job. Not only does extended absence open up the possibility of litigation, but the cost of hiring and training a replacement for the injured employee affects your bottom line, your workplace and the morale of your employees.

What are the benefits of having a program such as this?

Improves Communication

- Supervisors are in contact with the injured employee.
- You know the status of an employee's injury and recovery.

Boosts Morale

- Employees know that work will be available if they are injured on the job.
- Employees know that their employer cares about their well-being.

Increases Control

- Employees know that you want and need them to come back to work after a workplace injury.
- Work is being done by *your* employees, not by temporary help.
- Length of time out on disability can be shortened.

Decreases Costs

- Wages replace wage-loss payments.
- Medical costs can be reduced.
- Legal costs are less likely.
- Training costs can be decreased.
- Fraudulent claims may be identified sooner.
- Over a period of time, your premium costs could be reduced and your experience modification factor may be improved.

How to Get Started

1. Develop a plan *before* an injury occurs!

- ☐ Set up a formal safety program and train your employees. Emphasize the importance of safety to prevent workplace injuries.
- ☐ Assess the types of jobs within your company and the physical requirements for each.
- ☐ Identify transitional duty jobs that can be made available if an employee is injured, and create job descriptions for each.
- ☐ Train supervisors on what to do if an injury occurs.
- ☐ Designate a person in your company to do the paperwork and to stay in contact with the injured employee, Summit and the physician.
- ☐ Notify your employees about your Back2work program.
 - Address workers' compensation and return to work during new-hire orientation.
 - Hold regular safety meetings.

2. If an injury occurs—

- ☐ Report the injury immediately via our website or by calling **1-800-762-7811**.
- ☐ Accompany your employee to obtain initial medical care if possible.
- ☐ Talk to your Summit claims adjustor and/or nurse case manager.

3. After an injury occurs—

- ☐ Call your employee at regular intervals to check on his progress. It will show that you care.
- ☐ Send a "Get well" or "We miss you" card to the employee.
- ☐ Talk to your Summit claims adjustor to discuss options for transitional duty.
- ☐ Obtain a form or letter from the physician that states your employee's post-injury physical capabilities. Decide on transitional duty and submit the job description form to your Summit claims adjustor.
- ☐ Have your injured employee check in with you after each appointment with his physician.
- ☐ Provide transitional duty. We recommend that you offer the job in writing and send it to the employee by certified mail.
- ☐ Comply with the physical restrictions set by the physician once your employee has returned.
- ☐ Celebrate your employee's return to full duty.
- ☐ Continue to discuss the prevention of work injuries in safety meetings.

How to Reach Us

Email: Back2work@summitholdings.com

Customer Care: 1-800-282-7648

24-hour Injury Reporting: 1-800-762-7811



1-800-282-7644 | summitholdings.com