



## POLICY HR-016

## Disability Management

Policy Number:	HR-016	Date Approved:	August 24, 2010
Title of Policy:	Disability Management	Council Res. Number:	314-10
Prepared By:	Safety Services	Effective Date:	August 24, 2010
References:	AB Worker's Compensation Act Reg. AB OHS Legislation Pre-Screening Procedure HR-016-P1 Non-Work Related Disability Procedure HR-016-P2	Previous Revision Date:	February 25, 2003

**PURPOSE**

The purpose of this policy is to provide immediate and appropriate assistance to an injured employee, as well as to establish a safe, rapid return of occupationally injured/ill employees to transitional or regular employment.

**POLICY STATEMENT**

Parkland County is committed to disability prevention, supporting and assisting employees returning to work as soon as possible following an occupational or non-occupational injury or illness. Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

**DEFINITIONS**

1. "Primary disability prevention" means actions aimed at preventing, minimizing, reducing or delaying illness, accident and disability.
2. "Secondary disability prevention" means actions aimed at reducing the amount of time off work after illness or injury and at preventing chronic problems.
3. "Tertiary disability prevention" means actions aimed to assist with chronic problems after illness/injury and maintain an appropriate employment situation.
4. "Transitional duty" means a modified work responsibility provided to the employee to assist the employee's progression to full work capacity.

**SCOPE**

Compliance with this policy to support disability management is expected from council members, Chief Administrative Officer, general managers, managers, supervisors, employees and volunteer fire fighters.

**RESPONSIBILITIES**

Council:

- Support and promote disability management.

Chief Administrative Officer:

- Provide all necessary resources for the promotion of disability management.

General Managers, Managers and Supervisors:

- Provide employees with the information, training, procedures and support pertaining to disability management.

Employees and Volunteer Fire fighters:

- To actively participate in disability management.

**RESPONSIBILITY**

The Safety Services Coordinator and Manager of Legislation and Administrative Services Department are responsible to monitor and review the policy.