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Risk Reduction Program Reviews

Each fiscal year, your district's risk reduction programs are reviewed for compliance and best-practice standards. We recently revised our questions and point values for our annual program reviews to explain better why we developed these reviews for our Trust members. These programs were developed as a risk-reduction platform that helps member districts reduce risk exposure, reduce on-the-job injuries, and meet compliance requirements. These areas include safety committees, hearing protection audiograms, physical ability evaluation, return-to-work, indoor air quality, and science lab safety.

Each program has an annual or biennial (every other year) program review to inform our district partners how well they are doing and what we can do together to improve their results and reduce overall risk. We believe it is important to let our districts know when they are and are not meeting compliance standards and best practices for these programs because they're in everyone's best interest. Many programs are fully funded and managed by the Trust to reduce costs and barriers to implementation.

The following program questions briefly explain their importance and the questions/point values for each question. We have also outlined the compliance standards and best practices for each question to inform our members better.

We appreciate your continued participation and partnership. Trust programs and associated programs are part of a risk management platform focused on areas where our district members can reduce risk exposure, decrease on-the-job injuries, and contain related costs. The primary focus areas include Safety Committees, Onsite Audiograms, Physical Ability Evaluations, Science Laboratory Safety, Indoor Air Quality, and Return-to-Work.

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RETURN TO WORK PROGRAM REVIEW

The Return to Work (RTW) program is designed to reintegrate injured employees back to the workplace. A well run RTW program retains experienced workers, reduces costs and turnover, generates productivity, and fosters better employee relations. The goal of the RTW program is to provide the best national industry practices and share ideas on what high performing trust members are doing. A passing score of 80% provides a district with eligibility to participate in the Trust's RTW Incentive Program.

Below are the current Return to Work Program Review questions:

Return to Work Program Questions	Points
1. Does the district have a written RTW Program procedure to inform staff of their return-to-work options as well as the district's roles and responsibilities in the event of a work-related injury?	20
2. Are your RTW procedures and protocols communicated in at least one readily accessible medium (preferably on your district website)?	10
3. Does your district utilize bona fide job offer letters to validate the job offer and ensure mutual understanding of roles, essential functions, and responsibilities?	20
4. Does the district have a designated RTW coordinator who oversees all RTW activities for individuals who have sustained a work-related injury?	10
5. Are there detailed job descriptions with essential functions and job requirements for all positions in the district?	10
6. Does the RTW coordinator maintain reciprocal relationships with the employee, supervisor, attending provider, and claims consultant?	5
7. If your district has had the opportunity to do so, has your district promptly placed employees in modified or alternative duty assignments in the last year?	10
8. Does the district provide frequent contact with an employee to maintain the interactive process and monitor progress?	10
9. Does the HR manager have a role in supporting the RTW Program?	5

Note: This is a "best practice" program and is not a WISHA/DOSH compliance program.

Return To Work Manager

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