# Early Return to Work of Injured Workers

**Procedure Number:** DHS|OHA 080-002-01  **Version:** 3.0  **Effective Date:** 11/02/2007

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Employee</td>
<td>Within 24 hours of absence due to a work-related injury or illness, provide the supervisor with a written statement from the doctor authorizing time away from work.</td>
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</table>
| 2.   | Employee          | A. Be examined by a medical provider at least every 30 days unless otherwise prescribed by the attending physician.  

B. Following every appointment, immediately provide to supervisor a DHS 6802, Physician’s Report of Physical Condition, or equivalent that includes limitations, authorization for time loss, prognosis and date of next appointment. |
| 3.   | Supervisor        | A. Send DHS 6802, or equivalent, to safety office immediately upon receipt.  

B. Attempt to locate transitional work duties based on medical limitations. Coordinate with safety office.  

C. Contact the safety office to request clarification if the restrictions are unclear.  

D. Provide employee a written transitional work assignment offer and review and clarify restrictions and expectations. |
| 4.   | Supervisor        | A. Review employee's status and transitional work assignment with safety office at least once every 30 |
days, or when there is a change, ending when the employee is released to regular work or the transitional work assignment ends.

B. Ensure that employee’s time is coded to reflect workers’ compensation; i.e., SLG, LG.

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<td>5.</td>
<td>Supervisor</td>
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<td>6.</td>
<td>Safety Office</td>
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**Policy that applies:**

**DHS-080-002, Early Return to Work of Injured Workers**
Oregon Department of Administrative Services policy number **50.020.05 Early Return to Work of Injured Workers**.

**Form(s) that apply:**

**DHS 6802, Physician’s Report of Physical Condition**

**Contact(s):**

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**Procedure History:**

- **Version 3.0:**
  05/17/2013 – Minor edits; Co-branded, DAS links and contacts updated. DHS|OHA-080-002 version replaces DHS-080-002
  07/14/2009 – Contact information updated
  08/01/2007- Revised to adopt DAS policy 50.020.05

- **Version 2.0:**
  05/10/2007 - Suspended pending policy revision.
  08/08/2006 - Revised language to address different return to work requirements between regular status and temporary or seasonal employees.

- **Version 1.0:**
  05/22/2003 (Supersedes DHR 50.020.01a - effective 01/01/1997)
Keywords:
(List keywords here that might be used by someone to search for this policy on the internet)