

Alberta Motor Transport Association Workers' Compensation Board - Alberta

TOOL KIT





Welcome!

This guide has been prepared to assist employers with the tools and resources required for return-to-work and modified work requirements for injured workers.

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Alberta Motor Transport Association Tool Kit

(Information about Workers Compensation Benefits – Alberta)

TABLE OF CONTENTS

Background.....	2
Collaboration with Workers’ Compensation Board - Alberta.....	2
About this tool kit	2
What is modified work?.....	2
How you benefit from providing modified work.....	3
How your worker benefits from modified work.....	3
WCB forms.....	3
Formalizing a modified work program.....	3
Services and programs.....	4
Adaptive equipment and vehicle modifications.....	4
Training-on-the-Job (TOJ).....	4
Train and Place (TaP) program.. ..	4
WCB fact sheets.....	5
Success story.....	6
Additional employer tools and resources.....	6
Seminars and workshops.....	6
Contact information.....	7

Background



Since 1938, the Alberta Motor Transport Association (AMTA) and its members have advanced the commercial transportation industry through safety programs, progressive policy and partnerships. Our influence is evident on every highway—where the work we do, the training and expertise we impart, becomes clear-cut confidence behind the wheel.

For nearly eight decades, we have created strong relationships with all levels of political leadership, advising on important issues and giving a voice to our members.

Collaboration with Workers' Compensation Board - Alberta



AMTA has been a long-standing partner with the Workers' Compensation Board - Alberta to ensure employers have the tools, resources and support to help their workers return to work safely.

When permanently injured drivers need to switch careers, it's also a major loss for their industry. With innovative supports and programs, WCB helps employers keep dedicated, skilled workers in the jobs they love.

About this tool kit

WCB is here to support you during your employee's recovery and help you arrange for their safe return to work. Your worker's adjudicator or case manager will work with you, your employee and health care providers.

This tool kit has been prepared to assist AMTA employers with information and resources to guide return-to-work and modified work discussions and agreements and to explore additional re-employment opportunities for their workers.

What is modified work?

Your participation is key to your employee's recovery—you understand your business and how your employee's injury impacts his or her ability to perform regular job duties. You may have ideas on how you can adjust your employee's job so they can return to work while recovering—this is called modified work.

Modified work can include:

- Changes in job tasks or functions. (e.g. less lifting or bending).
- Changes in workload. (e.g. hours worked per day or the work schedule).
- Alterations to the work area and environment (e.g. work in the office, shop or front counter) or the equipment used.
- Work normally performed by others. (e.g. administrative work).
- Cross training or job shadowing.
- Work that needs to be done but you currently do not have an employee assigned to complete the work.

What is modified work continued...

When considering a task as a modified work option for your worker, it is important you make sure the modified task is:

- **Achievable** – given your worker's injury, are they able to do the job physically?
- **Safe** – your modified work plan should not endanger your worker's recovery or safety, or the safety of others.
- **Constructive** – your modified work plan should contribute to your worker's skill development and return to full duties and not cause difficulty or additional expense to your employee. (e.g. a shift change that requires additional childcare costs).
- **Productive** – your worker's duties should be meaningful to your organization.

How you benefit from providing modified work

- You **retain** an experienced worker and reduce any additional hiring or training costs.
- You **decrease** your worker's time away from work and reduce costs associated with claims.
- You **strengthen** worker relations by showing an injury doesn't threaten job security.
- You **boost** worker morale.

How your worker benefits from modified work?

Modified work helps your worker return to employment while recovering and provides the opportunity to continue contributing to your workplace. Through modified work, your worker will gain:

- Independence and remain self-sufficient.
- Income and job security. (They know they have a job to return to and do not have to look for another job).
- A sense of belonging (to your company and co-workers).
- A better recovery.

Below are some resources to help support your worker through their injury and return to work. The forms and checklists are suggested templates that you can customize to your organization's needs and branding.

WCB forms

Access the following tools and resources on WCB's website:

- [Checklist for Injured Worker](#)
- [Fitness for Work Form](#)
- [Modified Duty Checklist](#)
- [Notice to Injured Employee Form](#)
- [Offer of Modified Work Form](#)
- [Physical Demands Analysis](#)

Formalizing a modified work program

Work injuries can stop your business and employees in their tracks. Planning ahead before an injury happens will help you provide the right support for a safe and timely return to work when an injury occurs.

Formalizing a modified work program continued...

[Learn more](#) about putting a policy in writing, educating your workers, how to be proactive, creating a return-to-work package, and resources for you and your employees.

Service and programs

The Workers' Compensation Board – Alberta provides services for permanently injured workers such as adaptive equipment and vehicle modifications and the Training-on-the-Job (TOJ) program.

Adaptive equipment and vehicle modifications

WCB provides workplace modification assessments. Here are some examples of modifications below. The possibilities are extraordinary!



WCB has partnered with AMTA on many truck modification opportunities. Employers have the opportunity to pay for these modifications and/or equipment to avoid claims costs. When this is not possible, WCB will fund the modifications. While modifications have an upfront cost, they are generally much more cost-effective compared to long term wage-loss or pension costs.

Training on the Job (TOJ)

The TOJ program is designed to help people who are no longer able to go back to their regular job and employer. The worker develops skills and gains work experience while you receive financial and other support from WCB during your new employee's training period. This program is designed to help employers bring a new employee into a position.

Since 2020, WCB has collaborated with employers in various industries to create training-on-the-job opportunities for permanently injured workers. They have seen high placements in trucking careers like Class 1 or Class 3 drivers, driving instructors and dispatchers.

The cost of the TOJ program is shared between you and WCB

As part of the TOJ program, **we** will reimburse a percentage of the salary you pay your new employee while they learn the new job.

The percentages of reimbursement varies and depends on the related skills and abilities the new employee brings to the position. These amounts are negotiated with the case manager or service provider. It's a simple process—a contract can be completed in minutes.



TOJ program details:

- Identifying the on-the-job training skills needed and developing a suitable training plan with you.
- Coordinating and covering the costs for any outside courses or training.
- Providing in-person support from a team of experienced professionals.
- Providing subsidy for training wages.
- Coordinating ergonomic assessments and workplace modifications (if applicable).
- Prescreening employees who are a good fit for your organization.

The program benefits both you and your new worker

Your worker develops skills and gains work experience while you receive financial assistance from WCB during the training period. Other benefits include:

- Protection for the costs of any injury or re-injury that might occur during a TOJ program.
- Access to a skilled employment pool.
- Save time with prescreening and recruitment.
- Save money on training costs/wages during the training period.

You will have a fully trained staff member who will contribute to the company. [Learn more](#) about how to get started in the TOJ program.

Train and Place (TaP) program

The TaP program includes two key components—a training partner delivering current industry-specific training and an employer who is ready to provide training-on-the-job opportunities. Each training program is tailored to support employers who consistently seek workers with specific skills for their particular industry.

TaP program details:

- Developing a suitable training program with you that meets your hiring needs.
- Prescreening potential candidates to ensure they meet your requirements and are a good fit prior to training.
- Providing subsidy for wages during the TOJ period.
- Providing you with support from a team of experienced professionals through the duration of the program.

You and your new worker can both benefit through TaP. Your worker develops skills and gains work experience while you benefit from fully trained staff who will contribute to your company.

Other benefits include:

- Access to a pool of workers trained to your specifications.
- Time savings with prescreening and recruitment.
- Money savings on wages during the TOJ period.
- Protection for the costs of any injury or re-injury that might occur during the TOJ.

[Learn more](#) about the TaP program.

WCB fact sheets

Learn more about these services and programs on WCB's website:

- [Train and Place Program \(TaP\)](#)
- [Training on the Job \(TOJ\) Program](#)
- [Work Assessment \(WA\)](#)
- [Modified Tools - Trucking](#)

Success story

There are many success stories where injured workers return to work with a few modifications.

One story involves a truck driver with 40 years of experience in the industry. In 2011, he suffered an injury when he was getting down from his truck. Ten years later, he developed post-injury arthritis. The effort required to manually tarp loads and open and close the chute gates became too strenuous for him.

Working with WCB's representatives, we were able to find a solution where a truck was fitted with an automatic tarping system and electric chutes to remove the physical challenge for him. As a result, he was able to keep working and no re-employment services was required.



"I didn't want to spend the extra money, and I was too proud... But once I realized the benefits of being safer... that's just smart."

"Now I can stand back safely, away from the dust, without any tripping hazards."

"I didn't realize the benefits (of the modifications) until I didn't have to run back and forth in the rain (to secure the tarps) when the ground was slippery."



Additional employer tools and resources

Access the following tools and resources on WCB's website:

- [Forms and Guides](#)
- [Online Services](#)

Seminars and workshops

Check out some of the seminars and workshops available to learn more about the Workers' Compensation system, return to work planning, action planning about reducing costs, and more. [Learn more](#) about seminars and workshops offered.

Contact information

If you need any assistance or have any questions, please feel free to connect with us via email at wss@amta.ca or call us at 1-800-267-1003.

