

## ***Functional Abilities Form For Planning Early and Safe Return to work***

### **General information**

Since 1998, the *Workplace Safety and Insurance Act* has included obligations for workers and employers, which require them to co-operate in return to work efforts. In Ontario, returning an injured worker to work is a shared responsibility, primarily between the employer and the worker. This fact sheet describes some of the necessary activities.

### **Functional Abilities Form**

The *Functional Abilities Form for Planning Early and Safe Return to Work* (2647A) is a tool to help workers and employers meet their return to work obligation. When completed, it helps workers and employers arrange an early and safe return to work. The information gathered highlights what a worker can do after a workplace injury, what limitations apply, and whether the worker requires a specific period of “time to heal”. The *Functional Abilities Form* is completed at the request of either the worker or the employer. It does not replace Form 7 (Employer's Report of Injury/Disease), Form 8 (Health Professional's First Report) or any other reporting form required by the WSIB.

### **Worker consent**

The worker's signature is required in Section B of the *Functional Abilities Form* to confirm that functional abilities information can be released to their employer by the treating health professional.

### **When do the workplace parties use the Functional Abilities Form?**

Workers and employers can ask a health professional who is treating the worker to complete this form so they can have the functional abilities information that is needed to identify suitable work for the returning employee. With detailed information about the worker's ability to lift, walk, stand, etc., the employer can identify possible job accommodations as part of a phased return to work while the worker continues to recover from the workplace injury/illness.

### **Who can complete the Functional Abilities Form?**

This form can only be completed by a health professional who is treating the worker. This includes physicians, chiropractors, physiotherapists, etc. (a member of the College of a health professional as defined in *The Regulated Professions Act, 1991*). The legislation requires physicians and other health professionals to complete this form ONLY if requested to do so by the employer or worker. Health professionals do not initiate this form.

### **Can workplaces use their own form?**

Some workplaces may prefer to use a form they design for their specific work environment. These workplaces are welcome to use their own form to gather functional abilities information. The WSIB will not pay health professionals for completing these versions. No medical or diagnostic information should be requested or provided in a workplace-specific functional abilities form.

### **Payment for the form**

The WSIB will pay health professionals a fee of \$40 when a legible and complete Functional Abilities Form 2647A has been provided to the WSIB. The \$40 payment to health professionals will be reflected on the employer's accident cost statement.

**How to use the Functional Abilities Form**

If employers or workers decide to ask a treating health professional to complete the Functional Abilities Form, here is what each party should do.

**Employer**

Ensure the worker gives a copy of the Functional Abilities Form to the health professional treating the injured worker. If necessary, you can send a copy of the form directly to the health professional. **Do not send a copy of the Functional Abilities Form to the WSIB.** Only the health professional sends the form to the WSIB.

**Worker**

Please complete the Worker's Signature section of the Functional Abilities Form to authorize the health professional who is treating you to release functional abilities information to your employer. Bring the signed form to your health professional and ask the health professional to complete the form.

**Health Professional**

Please complete the form only when requested to do so by the worker or employer. Once you have received this form, promptly complete it and give it to the worker and/or employer. For billing purposes fax or mail section C to the WSIB. When faxing, do not also mail a copy.

**Workplace Safety and Insurance Board**

Ontario's Workplace Safety and Insurance Board (WSIB) plays a key role in the province's occupational health and safety system. Funded by employers, the WSIB is one of the top 10 disability insurers in North America. In addition to a strong prevention mandate, the WSIB provides insurance for injuries and illnesses incurred in workplaces covered under the Workplace Safety and Insurance Act and supports early and safe return to work for injured workers.

**This information is available in several languages by calling our information hotline at 416-344-4999 ... toll-free 1-800-465-5606 or Telephone Service for the Deaf (TTY): 1-800-387-0050. Pour obtenir un exemplaire en français, composez le 1-800-465-5606.**