

## TIPS FOR CONTROLLING INDUSTRIAL INJURY LOST WORKDAYS (LWDs)

DOs
<ul style="list-style-type: none"> <li>Prevent injuries from happening in the first place. ["0" Injuries = "0" LWDs]</li> </ul>
<ul style="list-style-type: none"> <li>Return injured employees to work at Light Duty work as soon as the doctor releases them.</li> </ul>
<ul style="list-style-type: none"> <li>Make sure doctors and injured employees understand that PG&amp;E provides Light Duty whenever possible.</li> </ul>
<ul style="list-style-type: none"> <li>Create a list of potential Light Duty assignments so that when an injured employee needs Light Duty, you are ready to provide it.</li> </ul>
<ul style="list-style-type: none"> <li>If you cannot find Light Duty in your department, ask your supervisor or your peers – maybe they need some help.</li> </ul>
<ul style="list-style-type: none"> <li>Be creative when identifying Light Duty assignments – work must be meaningful and productive.</li> </ul>
<ul style="list-style-type: none"> <li>Promptly address any concerns or questions you may have about the return to work process with your WC Representative.</li> </ul>
<ul style="list-style-type: none"> <li>Provide permanent "modified or alternate" jobs for employees whose injuries prevent them from returning to their regular jobs on a permanent basis.</li> </ul>
<ul style="list-style-type: none"> <li>Provide light duty during the 90-day decision period on questionable claims. This way, if the injury is determined to be work-related, LWDs will not be charged for the time the employee was on Light Duty. If the injury is not work-related, the employee's ongoing work status can be addressed on a non-industrial basis.</li> </ul>

DON'Ts
<ul style="list-style-type: none"> <li>Don't forget, Light Duty is important because it promotes healing and self-esteem, and reduces medical and disability costs.</li> </ul>
<ul style="list-style-type: none"> <li>Don't return employees to work too soon, i.e., before the doctor has medically released them, or their condition may worsen and result in even more LWDs.</li> </ul>
<ul style="list-style-type: none"> <li>Don't forget, the WC Light Duty Payroll pays the full salary of employees on Light Duty for up to <b>five months</b> (<b><u>extensions must be approved by the WC Manager</u></b>). To qualify, an employee must have experienced at least one LWD.</li> </ul>
<ul style="list-style-type: none"> <li>Don't provide "make work" assignments – counting paper clips is not meaningful and productive!</li> </ul>
<ul style="list-style-type: none"> <li>Don't forget, the SH&amp;C Job Retention Program provides special payroll and headcount incentives for supervisors who place industrially injured employees into permanent "modified or alternate" jobs.</li> </ul>
<ul style="list-style-type: none"> <li>Don't forget, there are resources and tools available to assist you in your RTW efforts. <i>The most important resource and tool of all is your WC Representative.</i> Others include: Workers' Compensation Helpline (415-973-8700, Option #2) and Website; WC training programs for clients on how to handle industrial injuries; WC management reports including injury and LWD data; and WC claim reviews</li> </ul>